

## **AGENDA**

### **BOARD OF MAYOR AND ALDERMEN**

**April 20, 2004**

**7:30 PM  
Aldermanic Chambers  
City Hall (3<sup>rd</sup> Floor)**

1. Mayor Baines calls the meeting to order.
2. The Clerk calls the roll.
3. Days of Remembrance Proclamation in memory of the victims of the Holocaust.
4. Proclamation to be presented to Richard A. Groleau, founder of the Adopt-A-Block program ten years ago.

### **CONSENT AGENDA**

5. Mayor Baines advises if you desire to remove any of the following items from the Consent Agenda, please so indicate. If none of the items are to be removed, one motion only will be taken at the conclusion of the presentation.

### **Accept Minutes**

- A. Copies of minutes of meetings held on March 16, 2004 (two meetings), and March 22, 2004.  
(Note: available for viewing at the Office of the City Clerk and forwarded under separate cover to Mayor and Aldermen.)

## **REFERRALS TO COMMITTEES**

### **COMMITTEE ON FINANCE**

#### **B. Resolutions:**

“Amending the 1999, 2002 and 2004 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Twelve Thousand Three Hundred Twenty-Six Dollars and Fifteen Cents (\$12,326.15) for the 2004 CIP 511304 Park Improvement Program.”

“Amending the FY2002, 2003 and 2004 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Sixty Thousand Dollars (\$60,000) for FY2002 CIP 712002 FBI Blower Project.”

“Amending the FY2004 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of One Million Dollars (\$1,000,000) for FY2004 CIP 612504 Old Wellington Road Apartments Project.”

“Amending the FY2004 Community Improvement Program, authorizing and appropriating funds in the amount of Twenty Thousand Dollars (\$20,000) for FY2004 CIP 612604 JacPac Employee Homeless Prevention Program.”

“Amending the FY2004 Community Improvement Program, authorizing and appropriating funds in the amount of Five Thousand Two Hundred Sixty Dollars (\$5,260) for FY2004 CIP 711204 LED Program.”

## **REPORTS OF COMMITTEES**

### **COMMITTEE ON COMMUNITY IMPROVEMENT**

- C.** Recommending that the Board authorize transfer and expenditure of funds in the amount of \$12,326.15 (Cash) for FY2004 CIP 511304 Park Improvement Program, and for such purpose a resolution and budget authorizations have been submitted.
- D.** Recommending that the Board authorize transfer and expenditure of funds in the amount of \$60,000 (EPD) for FY2002 CIP 712002 FBI Blower Project, and for such purpose a resolution and budget authorizations have been submitted.
- E.** Recommending that the Board authorize transfer and expenditure of funds in the amount of \$1,000,000 (HOME, HOME Program Revenue, and Affordable Housing Trust Fund) for FY2004 CIP 612504 Old Wellington Road Apartments Project, and for such purpose a resolution and budget authorization has been submitted.
- F.** Recommending that the Board authorize acceptance and expenditure of funds in the amount of \$20,000 (Affordable Housing Trust Fund) for FY2004 CIP 612604 JacPac Employee Homeless Prevention Program, and for such purpose a resolution and budget authorization has been submitted.
- G.** Recommending that the Board authorize acceptance and expenditure of funds in the amount of \$5,260 (Other) for FY2004 CIP 711204 LED Program, and for such purpose a resolution and budget authorization has been submitted.
- H.** Recommending that a policy for Fleet Management/Motorized Equipment, as enclosed herein, be approved.
- I.** Recommending that a request from the Manchester Police Athletic League to use the lower ball field at Stark Park for the league's Youth Lacrosse Spring Program be approved.

- J.** Recommending that with regard to a petition to discontinue a portion of Sagamore Street between Smyth Road and Hall Street, the Board find that subject area of the petition relating to Sagamore Street, having never been opened, built, nor used for public travel be released and discharged pursuant to RSA 231:51. It is noted that the City does have an easement that will continue.
- K.** Advising that they have approved moving the Derryfield Country Club Clubhouse Project forward noting that after further review it has been determined that the project can be completed within the allocated budget.
- L.** Advising that they have approved the purchase of nine police cruisers and two survey vehicles as authorized by the Mayor, transferring \$204,000 from the Police Department's budget and \$46,000 from the Highway Department's budget for such purpose.

#### **COMMITTEE ON HUMAN RESOURCES/INSURANCE**

- M.** Recommending that a proposal from the Public Works Department for a new Facilities Division be approved and for such purposes ordinances have been submitted and are recommended to be referred to the Committee on Bills on Second Reading for technical review. The Committee also notes that the position of Clerk of the Works will not be funded in the next fiscal year general fund operating budget.
- N.** Recommending that the Board approve a request from the Director of Planning and Community Development to hire a Special Projects Planner, (Planner II), salary grade 19. The Committee notes that 80 percent of this position will be paid for with HUD funds.
- O.** Recommending that the Board approve amending an Office of Youth Services class specification, and for such purpose Ordinance:

“Amending Sections 33.024, 33.025, & 33.026 (Youth Services Counselors I & II to Youth Services Counselor) of the Code of Ordinances of the City of Manchester.”

is submitted with the recommendation that same be referred to the Committee on Bills on Second Reading for technical review. The Committee notes that such change provides for the deletion of Youth Services Counselor I position and establishes a Youth Services Counselor position without changing the salary grade of any current employee.

- P.** Advising that it has approved Ordinance:

“Amending Sections 33.024, 33.025, & 33.026 (Crime Analyst/Program Specialist) of the Code of Ordinances of the City of Manchester.”

providing for a change in class specification, which changes the title of the Crime Analyst position to a Program Specialist position with no changes in salary grade, and is forwarding same to the Board for adoption.

- Q.** Advising that it has approved Ordinance:

“Amending Section 33.026 (Administrative Services Manager) of the Code of Ordinances of the City of Manchester.”

providing for a change in class specification, which changes the title of the Business Service Manager position to an Administrative Services Manager position and does not provide for any changes in salary grade of such position and is forwarding same to the Board for adoption.

#### **COMMITTEE ON TRAFFIC/PUBLIC SAFETY**

- R.** Recommending that it has reviewed Ordinance:

“Amending Section 70.57(A) Parking Rates of the Code of Ordinances of the City of Manchester by deleting references to the Canal Street Garage.”

and recommends that same be referred to the Committee on Bills on Second Reading for technical review.

- S.** Recommending that regulations governing standing, stopping, parking and operation of vehicles be adopted and put into effect when duly advertised and posted.
- T.** Advising that it has approved a request of Eagle Scout Brian Yolonte to erect a “Welcome to Manchester” sign on South Willow Street, subject to review and approval of the Planning and Traffic Departments.

**LADIES AND GENTLEMEN, HAVING READ THE CONSENT AGENDA, A MOTION WOULD BE IN ORDER THAT THE CONSENT AGENDA BE APPROVED.**

6. Nominations to be presented by Mayor Baines, if available.
7. Mayor Baines advises that a motion is in order to recess the regular meeting to allow the Committee on Finance to meet.
8. Mayor Baines calls the meeting back to order.

### **OTHER BUSINESS**

9. Report of the Committee on Finance, if available.  
**Ladies and Gentlemen, what is your pleasure?**
10. Report of the Committee on Lands and Buildings relative to the sale of French Hall, if available.  
**Ladies and Gentlemen, what is your pleasure?**
11. Notice of reconsideration given by Alderman Gatsas on motion to accept the Committee on Lobbyist Selection report and maintain membership in the NH Municipal Association.  
(Motion having carried with Aldermen Gatsas, Guinta, Osborne, Lopez, and Garrity voting nay, and Aldermen Sysyn, Porter, O'Neil, Shea, DeVries, Smith, Forest and Roy voting yea, Alderman Thibault absent.)  
**Ladies and Gentlemen, what is your pleasure?**
12. Communication from Joanne Shaffer, Second Deputy Finance Officer, requesting authorization to expend \$200,000.00 from the EPD Replacement Account for the replacement of a secondary clarifier driver and skimmer mechanism in tank #2.  
**Ladies and Gentlemen, what is your pleasure?**

13. Warrant to be committed to the Tax Collector for collection under the Hand and Seal of the Board of Mayor and Aldermen for the collection of sewer charges.

(Note: Clerk to present amount at meeting.)

**Ladies and Gentlemen, what is your pleasure?**

14. Ordinances: **(A motion is in order to read by titles only.)**

“Amending Sections 33.024, 33.025, & 33.026 (Crime Analyst/ Program Specialist) of the Code of Ordinances of the City of Manchester.”

“Amending Section 33.026 (Administrative Services Manager) of the Code of Ordinances of the City of Manchester.”

**These Ordinances having had the approval of the Human Resources Committee, if the related reports have been accepted, a motion is in order that the Ordinances pass and be Ordained.**

15. Bond Resolutions: **(A motion is in order to read by titles only.)**

“Authorizing Bonds, Notes or Lease Purchases in the amount of Three Million Two Hundred Thousand Dollars (\$3,200,000) for the 2004 CIP 712004, Replace Sludge Dewatering Equipment Project.”

“Authorizing General Airport Revenue Refunding Bonds in the amount of One Hundred Million Dollars (\$100,000,000) for Refunding Certain Outstanding Municipal Revenue Bonds of the City issues on Behalf of Manchester Airport.”

**A motion is in order that the Bond Resolutions pass and be enrolled.**

**16. Resolutions: (A motion is in order to read by titles only.)**

“Amending the 1999, 2002 and 2004 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Twelve Thousand Three Hundred Twenty Six Dollars and Fifteen Cents (\$12,326.15) for the 2004 CIP 511304 Park Improvement Program.”

“Amending the FY2002, 2003 and 2004 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Sixty Thousand Dollars (\$60,000) for FY2002 CIP 712002 FBI Blower Project.”

“Amending the FY2004 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of One Million Dollars (\$1,000,000) for FY2004 CIP 612504 Old Wellington Road Apartments Project.”

“Amending the FY2004 Community Improvement Program, authorizing and appropriating funds in the amount of Twenty Thousand Dollars (\$20,000) for FY2004 CIP 612604 JacPac Employee Homeless Prevention Program.”

“Amending the FY2004 Community Improvement Program, authorizing and appropriating funds in the amount of Five Thousand Two Hundred Sixty Dollars (\$5,260) for FY2004 CIP 711204 LED Program.”

**A motion is in order that the Resolutions pass and be enrolled.**

**17. NEW BUSINESS**

- a) Communications
- b) Aldermen

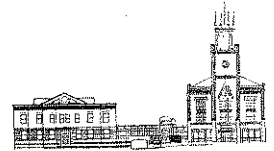
**18. If there is no further business, a motion is in order to adjourn.**





# CITY OF MANCHESTER

## Office of the City Clerk



Leo R. Bernier  
City Clerk

Carol A. Johnson  
Deputy City Clerk

Paula L-Kang  
Deputy Clerk  
Administrative Services

Matthew Normand  
Deputy Clerk  
Licensing & Facilities

Patricia Piecuch  
Deputy Clerk  
Financial Administration

### MEMORANDUM

To: Board of Mayor and Aldermen

From: Lisa Thibault, City Clerk's Office *LT*

Date: April 12, 2004

Subject: BMA Minutes for Acceptance

Enclosed for your review and consideration are copies of minutes for meetings on the following dates:

March 16, 2004 (2)  
March 22, 2004

which will appear on the April 20, 2004 BMA agenda.

Attachments

A

# City of Manchester New Hampshire

*In the year Two Thousand and Four*

## A RESOLUTION

"Amending the 1999, 2002 and 2004 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Twelve Thousand Three Hundred Twenty Six Dollars and Fifteen Cents (\$12,326.15) for the 2004 CIP 511304 Park Improvement Program."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 1999, 2002 and 2004 CIP as contained in the 1999, 2002 and 2004 CIP budgets; and

WHEREAS, Table 3 contains all sources of Cash funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen desires to provide funding to rectify deficiencies and identify needed improvements at Stark Park; and

WHEREAS, Fund balances are available from completed CIP projects in the amount of Twelve Thousand Three Hundred Twenty Six Dollars and Fifteen Cents (\$12,326.15);

NOW, THEREFORE, be it resolved that the 1999, 2002 and 2004 CIP be amended as follows:

**1) By decreasing:**

- A) 710799 – Traffic Signal Reconstruction – Valley/Jewett - \$11,611.62 Cash
- B) 214002 – Fire Alarm Liberty House – \$714.53 Cash

**2) By increasing:**

- 511304 – Park Improvement Program – \$12,326.15  
(Increasing the budget from \$65,000 to \$77,326.15)

Resolved, that this Resolution shall take effect upon its passage.

B

# City of Manchester New Hampshire

*In the year Two Thousand and Four*

## A RESOLUTION

"Amending the FY2002, 2003 and 2004 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Sixty Thousand Dollars (\$60,000) for FY 2002 CIP 712002 FBI Blower Project."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the Community Improvement Program as contained in the 2002, 2003 and 2004 CIP budgets; and

WHEREAS, Table 5 contains all sources of Enterprise, Fees and other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to transfer funds in the amount of \$60,000 from existing CIP projects to assist in a new blower for the incinerator; and

WHEREAS, funds in at least that amount are available from other previously funded CIP Projects; and

NOW, THEREFORE, be it resolved that the 2002, 2003 and 2004 CIP be amended as follows:

- 1) by decreasing:
  - a) 711803 CRPS Mechanical Bar Screen - \$42,642 EPD  
(from \$500,000 EPD to \$457,358 EPD)
  - b) 712204 WWTF Headworks - \$17,358 EPD  
(from \$1,300,000 EPD to \$1,282,642 EPD)
- 2) by increasing:
  - a) 712002 FBI Blower - \$60,000 EPD  
(from \$260,000 EPD to \$320,000 EPD)

Resolved, that this Resolution shall take effect upon its passage.

B

# City of Manchester New Hampshire

*In the year Two Thousand and Four*

## A RESOLUTION

"Amending the FY2004 Community Improvement Programs, transferring, authorizing and appropriating funds in the amount of One Million Dollars (\$1,000,000) for FY2004 CIP 612504 Old Wellington Road Apartments Project."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2004 CIP as contained in the 2004 CIP budget; and

WHEREAS, Table 1 contains all sources of State, Federal and Other funds to be used in the execution of projects; and

WHEREAS, Table 2 contains all sources of Community Development Block Grant, Emergency Shelter Grant, and HOME funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen desires to support the needed development and construction of affordable housing at Old Wellington Road, through a loan to the developer in the amount of \$1,000,000 and;

WHEREAS, existing funds in at least that amount are available from the proceeds of HOME program Revenue, Affordable Housing Trust Funds and other previously funded CIP Projects;

NOW, THEREFORE, be it resolved that the 2004 CIP be amended as follows:

**1) By decreasing:**

- a.) 2004 CIP 610904 Affordable Housing Initiatives - \$11,997 HOME  
(Decreasing the budget from \$11,997 to \$0)
- b.) Affordable Housing Trust Fund - \$888,003

**2) By allocating:**

HOME Program Revenue - \$100,000 HOME Program Revenue

**3) By adding:**

CIP 612504 Old Wellington Road Apartments Project - \$1,000,000 (\$11,997 HOME, \$100,000 HOME Program Revenue and \$888,003 Affordable Housing Trust fund)

Resolved, that this Resolution shall take effect upon its passage.

B

# City of Manchester New Hampshire

*In the year Two Thousand and Four*

## A RESOLUTION

"Amending the FY 2004 Community Improvement Program, authorizing and appropriating funds in the amount of Twenty Thousand Dollars (\$20,000) for FY2004 CIP 612604 JacPac Employee Homeless Prevention Program."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2004 CIP as contained in the 2004 CIP budget; and

WHEREAS, Table 1 contains all sources of State, Federal and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to allocate Affordable Housing Trust Funds in the amount of \$20,000 for the prevention of homelessness for former JacPac employees; and

NOW, THEREFORE, be it resolved that the 2004 CIP be amended as follows:

**By adding:**

FY2004 612604 – JacPac Employee Homeless Prevention - \$20,000 – Affordable Housing Trust Fund

Resolved, that this Resolution shall take effect upon its passage.

B

# City of Manchester New Hampshire

*In the year Two Thousand and Four*

## A RESOLUTION

"Amending the FY 2004 Community Improvement Program, authorizing and appropriating funds in the amount of Five Thousand Two Hundred Sixty Dollars (\$5,260 for FY2004 CIP 711204 LED Program."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2004 CIP as contained in the 2004 CIP budget; and

WHEREAS, Table 1 contains all sources of State, Federal and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept funding from the Public Service of New Hampshire Energy Savings Incentive Program for the purchasing of energy efficient LED signals; and

NOW, THEREFORE, be it resolved that the 2004 CIP be amended as follows:

**By increasing:**

FY2004 711204 – LED Program - \$5,260 – PSNH Other  
(from \$25,000 Cash to \$25,000 Cash and \$23,660 Other)

Resolved, that this Resolution shall take effect upon its passage.

B

**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the Board authorize transfer and expenditure of funds in the amount of \$12,326.15 (Cash) for FY2004 CIP 511304 Park Improvement Program, and for such purpose a resolution and budget authorizations have been submitted.

Respectfully submitted,

*L. R. Bernier*

Clerk of Committee

C

**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the Board authorize transfer and expenditure of funds in the amount of \$60,000 (EPD) for FY2002 CIP 712002 FBI Blower Project, and for such purpose a resolution and budget authorizations have been submitted.

Respectfully submitted,



Clerk of Committee


D



**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the Board authorize transfer and expenditure of funds in the amount of \$1,000,000 (HOME, HOME Program Revenue, and Affordable Housing Trust Fund) for FY2004 CIP 612504 Old Wellington Road Apartments Project, and for such purpose a resolution and budget authorization has been submitted.

Respectfully submitted,



Clerk of Committee

E

**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the Board authorize acceptance and expenditure of funds in the amount of \$20,000 (Affordable Housing Trust Fund) for FY2004 CIP 612604 JacPac Employee Homeless Prevention Program, and for such purpose a resolution and budget authorization has been submitted.

Respectfully submitted,

*Lu R. Dummer*

Clerk of Committee

F

**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the Board authorize acceptance and expenditure of funds in the amount of \$5,260 (Other) for FY2004 CIP 711204 LED Program, and for such purpose a resolution and budget authorization has been submitted.

Respectfully submitted,

*Lu R. Bernier*

Clerk of Committee

G

**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that a policy for Fleet Management/Motorized Equipment, as enclosed herein, be approved.

Respectfully submitted,

*L. R. Bernier*

Clerk of Committee

H

To the Board of Mayor and Aldermen of the City of Manchester

Gentlemen:

The Committee on CIP respectfully recommends, after due and careful consideration, that:

Consistent with **Chapter 30, Section 32.083** of the Code of Ordinances and former policies of the City, the following up-dated policies and procedures be adopted:

CITY OF MANCHESTER  
POLICIES AND PROCEDURES  
FLEET MANAGEMENT/MOTORIZED EQUIPMENT

1. **Fleet Management** shall be conducted under the supervision of the Community Improvement Committee.
2. **Procurement**
  - A. No vehicle (motorized equipment or trailer) shall be leased, donated or purchased without the approval of the Community Improvement Committee.
  - B. Scheduled Replacement/Annual Requests The Public Works Director shall maintain an equipment replacement schedule. Department Heads shall submit annual requests for motorized vehicular equipment to the Public Works Director on forms in a manner to be determined by the Public Works Director. Annual requests shall coincide with the annual budget process. The Public Works Director shall provide a summary of the annual requests to the Mayor for budgetary approvals.
  - C. Interim Requests for vehicles, emergency or otherwise, shall be made to the Community Improvement Committee in care of the City Clerk who shall forward a copy to the Public Works Director and present the request to the Community Improvement Committee.
  - D. Procurement Code Compliance: Following approval of vehicle/equipment purchase, the Department Head shall consult with the Public Works Director or his designee, who shall advise as may be required for compliance with the procurement code. The Public Works Director shall process encumbrances and payments as may be required in accordance with the Committee's direction. Enterprise departments shall process their own encumbrances and payments.

4

### **3. Operational control, disposition of vehicles/equipment, allocation of revenues.**

Authority for assignment and utilization of a motor vehicle, shall be with the department for which it was originally purchased subject to meeting conditions of other policy requirements contained herein.

When a department determines for any reason that it no longer requires any motor vehicle,(motorized equipment or trailer), they shall immediately notify the Public Works Director for disposition or reassignment as determined to be appropriate. Whenever a department receives a replacement vehicle for any reason (inclusive of insurance/accident) they shall immediately notify the Public Works Director for disposition purposes of the replaced vehicle. If for any reason the department wishes to keep the vehicle being replaced, a request to the Community Improvement Committee is required. Enterprise Departments will be responsible for enterprise vehicle disposition.

Disposition of vehicles/equipment shall be conducted as is consistent with other ordinances and City policy.

Revenues received, as part of disposition shall be returned to the fund from which the vehicle was purchased.

- A. Vehicle Registration. No vehicle shall be registered without having been authorized by the C.I.P. Committee. Enterprise departments who have purchased approved vehicles shall provide purchase documentation to the Public Works Director prior to applying for registration. The City Clerk shall provide a copy of all registrations to the Public Works Director for inventory maintenance purposes.
- B. Vehicle Trade-In. The department shall provide the Public Works Director trade-in documentation for any vehicle traded in toward the purchase of an approved vehicle replacement.

#### 4. Financial and General Records.

- A. The Public Works Director shall maintain a statement of all accounts for the C.I.P. Committee, reflecting current budgets, amounts encumbered, and actual expenditures. The City Clerk shall process all Certificates of Origin with the State of New Hampshire and shall hold all original titles and registrations, with copies to departments as needed.
- B. The Public Works Director will be responsible for issuing fixed asset tags for those vehicles purchased through the Motorized Equipment Replacement program. The Public Works Director will be responsible for entering those vehicles into the City's Continuing Property Records. Departments will be required to forward all necessary information regarding location, division, funding source and so forth. Enterprise departments shall process their own vehicles purchased through other funds.
- C. Transferring/Retiring: The Public Works department will be responsible for maintaining the Continuing Property Records Module for Vehicles and Equipment. Departments must notify the Public Works Director when vehicles are disposed of, retired or transferred. Enterprise departments shall maintain their own continuing property records.

#### 5. Use and Storage of City Vehicles

The City must be assured that the storage and use of vehicles is above reproach. This policy will assure the City a means of reviewing and answering reports of alleged abuse.

##### A. Responsibility

##### 1. Department Head

It is the responsibility of each department head to arrange for adequate control and storage of City vehicles when such arrangements are to the advantage of the City, to investigate any alleged abuses brought to the attention of the department and take appropriate action to correct a situation if it exists.

##### 2. Authorized Driver

City employees assigned a City vehicle are responsible for garaging or storing the vehicle at night in the City, monitoring its periodic maintenance requirements, keeping the vehicle in a presentable appearance, and bringing it to the office for use during the day at no additional cost to the City. To exercise discreet judgement in the use and operation of City property.

3. Garaging/Storing of City vehicles outside City Limits  
The Department Head may authorize the garaging or storage of City vehicles outside City limits when it is in the best interest of the City to do so.
4. Employees are responsible for detailing all personal use of City Vehicles to the Human Resources Department for reporting on the employees W-2 tax form.

B. Travel

1. Official Travel

Travel related to the execution of duties and functions of City employees such as inspections, fieldwork and transportation to meetings and working sites.

2. Limited Local Travel

Participation in approved civic programs.

In cases of emergency when no other transportation is available. No City employee should depend on any City vehicle exclusively for their private vehicular needs.

C. Vehicle Identification and Operators

1. City Seal

All City vehicles will bear a permanent City seal on the side doors, with the exception of Welfare vehicles, Chief of Police and Detectives' vehicles, and enterprise Departments may display the enterprise seal in place of the City seal. Department names for recognition purposes should appear below the City seal.

2. Authorized Drivers

City employees having a valid New Hampshire motor vehicle operator's license. A copy of the operator's license shall be kept in the employee's personnel file.

3. Authorized Passengers

City employees or those who are engaged in conducting business with the City. The only exceptions to this definition are listed above under "Limited Local Travel" which is a combination of approved travel and personal. Care should be taken in carrying passengers since the City is only liable to the extent of its insurance coverage. On passenger claims exceeding the liability limits of the City policy, the negligent driver is held responsible.

D. Overnight Use

Permitted utilization

1. Department heads whose regular duties require frequent use of a vehicle overnight and whose responsibilities involve evening and weekend public appearances.

H



2. Employees whose responsibilities involve emergency services and who are regularly subject to call.
3. To provide safe and secure storage, within the City of Manchester, for the vehicles which cannot otherwise be provided as economically and conveniently.

E. Use

1. Proper Use – Execution of official business of the city. Attending local meetings and conferences related to City business. Out of town travel requires proper approval. Limited local travel which could not be construed as an abuse.
2. Improper Use – Strictly personal use such as vacations or family recreation activities in or out of town such as beach, racetrack, etc. Off duty weekend usage. By unauthorized drivers. Providing transportation to unauthorized passengers. Driving an improperly marked City vehicle. Violation of Federal, State or City laws.

F. Airport Provisions

Because of the Airport's unique operational nature and federal oversight requiring certain Airport employees assigned radio-equipped vehicles to be on 24-hour call status, these employees are authorized limited personal use of these vehicles within a reasonable distance from Manchester Airport. Reasonable distance will be determined by the Airport Director based on Airport response-time requirements.

6. Exceptions

Exceptions to this policy may be made by the Mayor or The Community Improvement Committee when it is in the best interest of the City.

**To the Board of Mayor and Aldermen of the City of Manchester:**

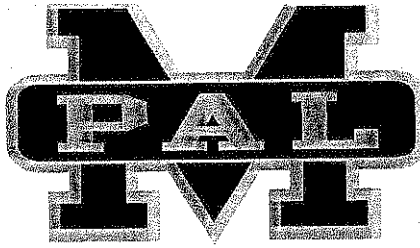
The Committee on Community Improvement respectfully recommends, after due and careful consideration, that a request from the Manchester Police Athletic League to use the lower ball field at Stark Park for the league's Youth Lacrosse Spring Program be approved.

Respectfully submitted,

*L. R. Bernier*

Clerk of Committee

I



MANCHESTER POLICE ATHLETIC LEAGUE

March 15, 2004

Board of Mayor and Alderman  
CIP Committee  
One City Hall Plaza  
Manchester, New Hampshire 03101

Dear City Leaders,

On behalf of the Manchester Police Athletic League Board of Directors and the PAL Youth Lacrosse Program, we are seeking your assistance. In 1999, the Police Athletic League introduced the sport of Lacrosse into Manchester. Since that time, Lacrosse has expanded at a rate of 400 percent each year! This is the reason for this letter. We would like your assistance in procuring adequate field space for our athletes and continue promoting positive partnerships between the Police Department and the youth in our City.

In the fall of 2001, we spoke to the CIP Committee on behalf of PAL and explained that Parks and Recreation assign the fields to various sports organizations such as soccer, baseball and football. These are exclusive agreements that have been made between the organizations and the Manchester Parks and Recreation Department. Soccer for instance, has a lock on most fields in the city and enjoys it for more than one season. The multi-season agreement hinders a spring program, such as lacrosse to receive the adequate space. Mr. Ludwig sent us a letter recently and addressed the field space issue and mentioned a future meeting with PAL. To date, a meeting has not taken place and we still do not know our field assignment for the Spring Lacrosse season. Mr. Ludwig certainly has a difficult task and does a great job with what he has to work with. All we want to do is get a possible site to call home or get the same field assignment each year through an exclusive agreement. If exclusive agreements are not available the practice should be investigated and possibly revamped so all organizations have a chance to the best facilities in the city.

We are currently also exploring a girl's youth field hockey league which would run in the fall season. We have numerous volunteers and coaches who want to start this program. We want to implement this project and make it as successful as Lacrosse, which currently has over 160 youth playing each spring! A guaranteed field would solidify our success. We know that if we build it, they will come! This is our main goal, to promote good citizenship through athletics.

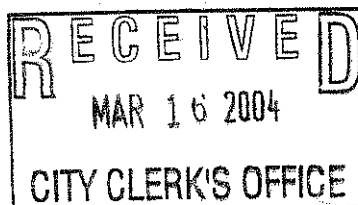
The lower ball field in Stark Park would be a perfect place for PAL to call home. This venture would be mutually advantageous for all parties to include the neighborhood, PAL and the City as a whole. We would love to explore this opportunity and continue promoting our "playgrounds, not prisons and good citizenship through athletics" philosophy! The PAL presence would also (hopefully) act as a deterrent to undesirable acts that have taken place in Stark Park in the past.

Lastly, our Lacrosse Program is now a feeder system to the three high schools and the first participants in our program have moved on and some are playing in college. What better way to get kids involved in a higher education! We are very proud of our accomplishment and look forward to a lasting partnership from the Board of Mayor and Alderman. We look forward to hearing from you and feel free to call us at our new home at 626-0211. Thank you for your continued support and consideration.

Sincerely,

  
Timothy J. Brown  
PAL Vice-Chairman

  
Brian N. O'Keefe  
Manchester Police Department



**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that with regard to a petition to discontinue a portion of Sagamore Street between Smyth Road and Hall Street, the Board find that subject area of the petition relating to Sagamore Street, having never been opened, built, nor used for public travel be released and discharged pursuant to RSA 231:51. It is noted that the City does have an easement that will continue.

Respectfully submitted,

*L. R. Bernier*

Clerk of Committee

7

The Law Offices of  
**Deachman & Cowie**

Professional Association  
38 W. Brook Street  
Manchester, NH 03101

Ross V. Deachman  
Thomas W. Cowie  
Wm. John Deachman

Phone: (603) 665-9111  
Fax: (603) 665-9090

March 16, 2004

The Honorable Board of Mayor and Aldermen  
c/o Leo Bernier, City Clerk  
One City Hall Plaza  
Manchester, NH 03101

Re: Confirmation of Discharge of Paper Street  
Pursuant to RSA 231:51

Dear Mr. Bernier:

This office represents the interests of Richard and Darlene Gerrie of 526 Laydon Street, Manchester, New Hampshire.

My clients are the owners in fee simple of property located at 157 Smyth Road, Manchester, New Hampshire. A small portion of Sagamore Street abuts the southern boundary of my clients' property. This small portion has never been opened, built, or used for public travel. The "paper street" lies between Smyth Road and Hall Street.

Pursuant to RSA 231:51, prior to the July 16, 1989 amendment, "[a]ny street, lane, or alley within this state which has been dedicated to public use... shall be released and discharged from all public servitude unless such street, lane, or alley shall be opened, built, or used for public travel within 20 years from such dedication."

My research shows that this portion of Sagamore Street was first dedicated to public use on or about August 2, 1897. For your convenience I have enclosed a copy of Plan No. 38, filed August 6, 1897 at the Hillsborough County Registry of Deeds.

Since this portion of Sagamore Street was not opened, built, or used for public travel within 20 years of its dedication, it has been discharged from all public use.

I respectfully request that the City issue a letter confirming the statutory discharge of Sagamore Street between Smyth Road and Hall Street after appropriate review by the Committee on Community Improvement if necessary.

Sincerely,



W. John Deachman

WJD/bms



LAND OF H.B. SAWYER  
AND EMMA M. HEATH,  
MANCHESTER, N. H.

Scale 1 inch = 50 feet

Geo. H. Allen, C. E.

August 2 1897

Full Page 11 1897  
No. 18  
Geo. H. Allen, C. E.





**City of Manchester  
Department of Highways**

227 Maple Street  
Manchester, New Hampshire 03103-5596  
(603) 624-6444 Fax # (603) 624-6487

**Commission**

James E. Connolly, Jr.  
- Chairman  
Henry R. Bourgeois  
William F. Kelley  
Edward J. Beleski  
Peter Favreau

Frank C. Thomas, P.E.  
Public Works Director

Kevin A. Sheppard, P.E.  
Deputy Public Works Director

March 25, 2004

Community Improvement Committee of the Board of Mayor and Aldermen  
City Hall  
c/o Leo R. Bernier, City Clerk  
One City Hall Plaza  
Manchester, New Hampshire 03101

RE: CONFIRMATION TO DISCHARGE A PORTION OF SAGAMORE STREET

Dear Committee Members,

We have reviewed the referenced item and have found the following:

The Sagamore Street was dedicated by a subdivision plan entitled "Land of H.B. Sawyer and Emma M. Heath" dated August 2, 1897.

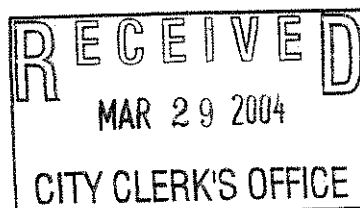
No acceptances or returns of layout for the section of Sagamore Street between Hall Street and Smyth Road were found in the "Highways, Streets and Bridges" records at the City Clerk's Office.

The portion of Sagamore Street between Hall Street and Smyth Road was never opened nor built for public travel. Therefore, RSA 231:51, before the 7/16/1989 amendment, released this portion of Sagamore Street from public servitude August 1917. Because of this, Sagamore Street does not have any public status and does not need to be discontinued.

Sincerely,

Frank Thomas, P.E.  
Public Works Director

MJM  
cc: File



**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Community Improvement respectfully advises, after due and careful consideration, that they have approved moving the Derryfield Country Club Clubhouse Project forward noting that after further review it has been determined that the project can be completed within the allocated budget.

Respectfully submitted,

*L.R. Bernier*

Clerk of Committee

K





**CITY OF MANCHESTER**  
**Parks, Recreation & Cemetery Department**

625 Mammoth Road  
Manchester, NH 03104-5491  
(603) 624-6565 Administrative Office  
(603) 624-6514 Cemetery Division  
(603) 624-6569 Fax

**COMMISSION**

George "Butch" Joseph, Chairman  
Steve Johnson, Clerk  
Michael Worsley  
Joseph Sullivan  
Sandra Lambert  
Ronald Ludwig, Director

April 12, 2004

Alderman Daniel P. O'Neil  
Chairman CIP Committee  
One City Hall Plaza  
Manchester, NH 03101

Re: DCC Clubhouse Project

Dear Alderman O'Neil,

As the Committee is aware the above referenced project came in significantly over budget. In December of 2003 the CIP Committee placed the item on the table pending further review. The City staff has been conducting internal meetings to determine if the project could possibly be done within the allocated budget. After several meetings and research it has become apparent that with some redesign and modifications to the original program the project could be constructed within the allocation.

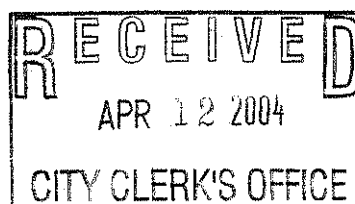
If the Committee approved the project moving forward we would anticipate approximately 8 weeks to complete the redesign by the Architect. Upon completion of the redesign we would solicit proposals from a list of pre-qualified contractors. Assuming we received favorable responses relative to the budget, construction could be anticipated sometime in August, with a date of completion in May of 2005.

Thank you for your consideration in this matter.

Sincerely,

Ronald E. Ludwig  
Director

Cc: Alderman William Shea  
Alderman Mike Lopez  
Alderman George Smith  
Alderman Michael Garrity



K

**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Community Improvement respectfully advises, after due and careful consideration, that they have approved the purchase of nine police cruisers and two survey vehicles as authorized by the Mayor, transferring \$204,000 from the Police Department's budget and \$46,000 from the Highway Department's budget for such purpose.

Respectfully submitted,

*L. R. Demer*

Clerk of Committee

L



**City of Manchester  
Department of Highways**

227 Maple Street  
Manchester, New Hampshire 03103-5596  
(603) 624-6444 Fax # (603) 624-6487

**Commission**

James E. Connolly, Jr.  
- Chairman  
Henry R. Bourgeois  
William F. Kelley  
Edward J. Beleski  
Peter Favreau

Frank C. Thomas, P.E.  
Public Works Director

Kevin A. Sheppard, P.E.  
Deputy Public Works Director

April 7, 2004

C.I.P. Committee of the  
Honorable Board of Mayor and Aldermen  
One City Hall Plaza,  
Manchester, New Hampshire 03101

**Attn:** Leo R. Bernier, City Clerk

**Re:** *Purchase of New Vehicles*

Dear Committee Members:

The Mayor has authorized a transfer of \$204,000 from within the Police Department's budget and \$46,000 from the Highway Department's budget to purchase vehicles. Nine police cruisers and two survey vehicles will be purchased.

The police vehicles to be replaced range in year from 1999 to 2000 and typically have 95,000 to 135,000 miles on them. The two highway survey vehicles are 1986 and have over 160,000 miles on each.

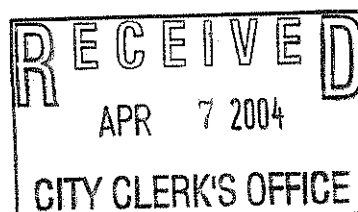
I am requesting the Committee's approval to move forward with these purchases. It is recommended that six of the police cruisers be sold at public auction and the proceeds be utilized to purchase an additional police cruiser and the remaining three cruisers be recycled into the City's fleet.

I will be available to address any questions you may have pertaining to this matter.

Sincerely,

Kevin A. Sheppard, P.E.  
Deputy Public Works Director

cc: Frank C. Thomas, P.E.  
Seth Wall, Mayor's Assistant  
Robert MacKenzie, Planning Dir.  
Chief John A. Jaskolka  
Mindy Salomone-Abood



L



# CITY OF MANCHESTER

## OFFICE OF THE MAYOR

Robert A. Baines  
Mayor

March 29, 2004

One City Hall Plaza

Manchester, NH 03101-1932

Phone: 603.624.6500 (V/TTY)

Fax: 603.624.6576

To: Board of Mayor and Aldermen

From: Bob Baines *RB*

Re: Transfer of Appropriations

In accordance with the City Charter, Section 6.05:c, I have authorized the following transfers of appropriations because of the urgent need to replace vehicles.

1. **Police Department:** Transfer from the salary line item in the amount of \$204,000 for the purchase of **9 police cruisers**. This is a critical issue due to the number vehicles that have logged over 100,000 miles.
2. **Highway Department:** Transfer in the contract line item in the amount of \$46,000 to replace **2 vehicles** that will not be road worthy as of this April.

These transfers are supported by the finance officer and will help us address some of the critical issues facing these departments.


cc: John Jaskolka  
Frank Thomas  
Kevin Clougherty



**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Human Resources/Insurance recommends that a proposal from the Public Works Department for a new Facilities Division be approved and for such purposes ordinances have been submitted and are recommended to be referred to the Committee on Bills on Second Reading for technical review. The Committee also notes that the position of Clerk of the Works will not be funded in the next fiscal year general fund operating budget.

Respectfully submitted,

  
Clerk of Committee



# City of Manchester New Hampshire

*In the year Two Thousand and*      Four

## AN ORDINANCE

"Amending Sections 32.19, Building Maintenance to Facilities Division) of the Code of Ordinances of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

- I. Amend the Code of Ordinances by inserting a new section to Chapter 32 as follows:

### **SECTION 32.19 DEPARTMENT OF BUILDING MAINTENANCE DIVISION**

The "division of Building Maintenance Division: shall be known as the "division of Facilities Division."

The division of Facilities Division shall consist of a Chief Facilities Engineer, Facilities Engineer and Clerk of the Works.

All personnel within the department of personnel are transferred to the Facilities Division.

### **SECTION 33.024 CLASSIFICATION OF POSITIONS be amended as follows:**

Establish Chief Facilities Manager, Class Code 5796  
Establish Facilities Superintendent, Class Code 5797  
Establish Clerk of the Works, Class Code 5798

### **SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:**

Establish Chief Facilities Manager, Grade 25, Class Code 5796  
Establish Facilities Superintendent, Grade 21, Class Code 5797  
Establish Clerk of the Works, Grade 17, Class Code 5798

### **SECTION 33.026 CLASS SPECIFICATIONS be amended as follows**

Establish Chief Facilities Manager, Class Code 5796  
Establish Facilities Superintendent, Class Code 5797  
Establish Clerk of the Works, Class Code 5798

- II. This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

m

# Proposed



## City of Manchester, New Hampshire

### Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Chief Facilities Manager
Class Code Number	5796-25

#### General Statement of Duties

Directs administrative, engineering, building construction, operational and maintenance activities of the Facilities Division and the related facilities and services; performs directly related work as required.

#### Distinguishing Features of the Class

The principal function of an employee in this class is to oversee all activities within Facilities Division operations. The work is performed under the supervision and direction of the Deputy Public Works Director and Public Works Director but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of all employees in the Facilities Division. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with Federal, State, and local governmental officials, consultants, contractors, business and community organizations, other City employees and the public. The principal duties of this class are performed in a general office environment with some outdoor work involving inspections and tours of the City's buildings with some exposure to potential personal hazards.

#### Examples of Essential Work (illustrative only)

- Performs general and executive management of the Facilities Division;
- Plans, organizes, implements and directs the operation and maintenance functions of building construction, improvement, maintenance, and custodial operations;

m

- Identifies outsourcing needs, administers and supervises all contracts for consultant services to include architects, mechanical, civil, electrical and environmental engineers;
- Develops plans for future projects and continued improvements in facility operations;
- Sets goals and establishes policies and procedures to protect the City's capital assets;
- Supervise activities of a diverse staff, including professional, technical, skilled and support personnel;
- Assigns, modifies and implements procedures and programs for operation, maintenance, support functions and safety of facilities;
- Prepares contracts for various Facility programs and projects, including custodial and preventive maintenance, major equipment purchases and building construction projects;
- Approves recommendations for hiring, termination and disciplinary actions;
- Develops, administers and monitors budgets including capital and replacement functions, innovative organization, planning for future needs, and reviewing and implementing all purchases and building construction;
- Prepares reports and correspondence relating to activities of the Division to meet regulatory requirements, document activities and efficiency of operation, develop plans and improvements, respond to requests from elected officials and the public to ensure the public well being and interest;
- Reviews new legislation and regulations, as they relate to the design, rehabilitation, operation and maintenance of facilities, and reports on potential impact to the City;
- Monitors and develops public relations with concerned parties regarding activities;
- Coordinates and manages major capital improvement contracts relating to City buildings;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities**  
(at time of appointment)

- Comprehensive knowledge of principles and practices of building construction and maintenance;
- Management, including planning, budgeting and personnel administration;
- Comprehensive knowledge of current applicable federal, state and local laws, rules and regulations for building construction and management operations;
- Comprehensive knowledge of building design, construction and maintenance;

m



- Thorough knowledge of the principles and practices associated with public administration;
- Thorough knowledge of engineering principles and practices including mechanical, electrical and energy management systems;
- Thorough knowledge of current developments in the field of building construction techniques and management practices;
- Ability to train, assign, motivate, supervise and evaluate the work of others;
- Ability to plan, organize and manage engineering and building construction projects;
- Ability to plan, develop and evaluate optimal energy usage strategies;
- Ability to organize and direct procedures for budget preparation, supply, purchasing, facility maintenance, financial reporting, and personnel administration;
- Ability to demonstrate compliance with all applicable rules and regulations, and to operate a safe, effective Division within budget;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in Interdisciplinary Engineering and Management ; or
- A Bachelor's Degree in Civil, Mechanical, or Electrical Engineering, with a minor in one of the remaining or a closely related field; or
- Graduation from an accredited college or university with a Bachelor's Degree in Architecture with comprehensive knowledge of mechanical, electrical and civil engineering principals; and
- Seven years of experience in building construction and facilities management;

#### Required Special Qualifications

- Certification commensurate with discipline and/or experience.

m

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of written material in electronic or hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various buildings throughout the City.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

m

# Proposed



## City of Manchester, New Hampshire

### Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	Facilities Superintendent
<b>Class Code Number</b>	5797-21

#### General Statement of Duties

Performs engineering work in the management of public improvement and building construction projects; performs directly related work as required.

#### Distinguishing Features of the Class

The principal function of an employee in this class is to perform management of public improvement engineering and building construction projects, including the supervision and review of engineering designs. The work is performed under the supervision and direction of the Chief Facilities Engineer or other assigned supervisors, but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with the Chief Facilities Engineer, other City employees, consultants, business and community organizations, and the general public. The principal duties of this class are performed in general office environment, and/or at various building construction sites throughout the City.

#### Examples of Essential Work (illustrative only)

- Plans, and supervises the development, installation, improvement, and construction of civic projects;
- Oversees facilities engineering projects in the design and development of proposed alterations, installations or construction of equipment and facilities, including preparing specifications, and cost estimates;

M

- Reviews project's schedule and fiscal objectives, and takes the appropriate measures to ensure a timely and effective completion;
- Reviews for conformity of plans and specifications with all current national codes and standards;
- Reviews consultant's plans, specifications, and estimates for proposed facility improvements by private contractors;
- Oversees the coordination of procurement, scheduling, and supervision of work by outside contractors, and performs inspections of completed work as required;
- Coordinates new construction and renovation efforts with building programs, including arranging schedules, plans, and guides;
- Develops concepts, designs, and budgets designated City improvement and/or building construction projects, including preparing estimates, and specifications to develop modifications and enhancements to existing facilities;
- Supervises and directs the work of other building construction related personnel;
- Provides advice and consultation to departmental personnel, including evaluating complex building construction issues, and determining and taking the appropriate measures to ensure a timely and effective resolution;
- Analyzes reports, maps, drawings, blueprints, tests, and related information in project planning and design, including calculating costs and project feasibility;
- Coordinates with contractors, consulting engineers, and other officials to gather and disseminate information, and maintain related records as required;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities**  
(at time of appointment)

- Thorough knowledge of civil or mechanical and/or electrical engineering principles, practices, and techniques;
  - Substantial knowledge of the principles and practices of engineering design;
  - Substantial knowledge of engineering drafting standards, symbols, and design methods;
  - Substantial knowledge of building construction methods, materials, and equipment;
  - Ability to operate Auto Cad and Engineering software, including programmable calculators;
- m

- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

### Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in Interdisciplinary Engineering and Management; or
- A Bachelor's degree in Civil, Mechanical, or Electrical Engineering with a minor in one of the remaining or a closely related field; or
- Graduation from an accredited college or university with a Bachelor's Degree in Architecture with comprehensive knowledge of mechanical, electrical and civil engineering principles; and
- Five years of extensive facilities operations experience.

### Required Special Qualifications

- On Call Status;
- Valid New Hampshire Driver's License;
- Certification commensurate with discipline and/or experience.

### Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to produce clear, concise, and quality engineering designs;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computerized equipment and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various construction sites throughout the City.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

m

# Proposed



## City of Manchester, New Hampshire

### Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	Clerk of the Works
<b>Class Code Number</b>	5798-17

#### General Statement of Duties

Performs inspections in building construction areas; performs directly related work as required.

#### Distinguishing Features of the Class

The principal function of an employee in this class is to ensure all applicable guidelines are being followed in building construction and renovation projects. The work is performed under the supervision and direction of an assigned supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contractors, business and homeowners and the public. The principal duties of this class are performed in indoor and outdoor work environments.

#### Examples of Essential Work (illustrative only)

- Inspects building construction projects performed by City crews, private contractors or utility companies, including excavations, building construction, repair and maintenance of mechanical, electrical, and other various building component operations and related areas;
- Monitors and inspects construction equipment and supplies for adherence to quality control and specification requirements;
- Checks for permits issued as dictated by prescribed guidelines;

m

- Reviews, analyzes and researches building construction plans, projects and specifications for conformity with standards, regulations and operating practices;
- Operates and maintains files and coordinates activities of contractors, facility occupants and/or utilities with work scheduled by City crews and independent contractors;
- Maintains thorough and accurate documentation of all inspection processes;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities**  
(at time of appointment)

- Thorough knowledge of professional standards as applied to inspections processes;
- Thorough knowledge of the types and grades of tools, equipment and materials used in civic construction projects;
- Some knowledge of engineering principles;
- Thorough knowledge of building construction procedures and techniques.
- Working knowledge of the various trades involved in large building construction.
- Knowledge of codes and other state and local laws, rules and regulations pertaining to building construction and site preparation.
- Skill in negotiating agreements between contractors and City.
- Ability to read and interpret blueprints and other plans and specifications.
- Ability to supervise and inspect the work of contractors and sub-contractors to ensure adherence to plans and specifications.
- Ability to make decisions on building construction problems.
- Ability to train and supervise subordinate personnel as well as other employees assigned to construction projects.
- Ability to perform basic drafting as appropriate to assigned tasks;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations on inspections processes;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;

m

- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### **Acceptable Experience and Training**

- Graduation from High School or possession of a GED; and
- Four years of experience in building construction projects; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

#### **Required Special Qualifications**

- Valid New Hampshire Driver's License;
- On Call Status (MWW);

#### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to inspect civic construction work under conditions encountered on construction sites;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to work around construction equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to visit building construction sites throughout the city, and to climb, crawl in tight places and otherwise move through and around construction sites.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

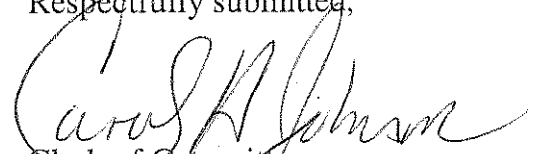
m




**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that the Board approve a request from the Director of Planning and Community Development to hire a Special Projects Planner, (Planner II), salary grade 19. The Committee notes that 80 percent of this position will be paid for with HUD funds.

Respectfully submitted,

  
Clerk of Committee



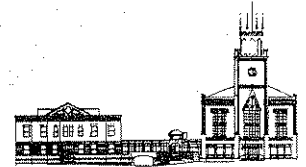


Robert S. MacKenzie, AICP  
Director

# CITY OF MANCHESTER

## Planning and Community Development


Planning  
Community Improvement Program  
Growth Management



Staff to:  
Planning Board  
Heritage Commission  
Millyard Design Review Committee

### Memorandum

To: Human Resources Committee

From: Robert S. MacKenzie   
Director of Planning

Date: March 9, 2004

Subject: Staffing of the Planning & Community Development Department

In November, I had provided a report on activities of our department, the work load, and a comparison with other cities. As was suggested at the meeting, I am providing you with a recommendation on how our department could catch up with the current backlog of projects. I am also attaching a list of current special projects that are backlogged.

I would recommend three changes to accomplish this:

- 1) Hiring of a "Special Projects Planner". All of the current planners have a regular duty of either growth management or CIP. This planner would assist the staff in attacking the various backlogged special projects. The salary and benefits for this position could be paid by HUD funds.
- 2) Promotion of an Administrative Assistant in the CIP office to a Planning Technician. This would allow various HUD required work tasks to be handled by the Planning Tech, freeing up some portion of two planners' time to work on Special Projects. This relatively modest increase would be from the operating budget.
- 3) Hiring of a "Neighborhood Planner". Much of the recent planning efforts have been related to the downtown. There are a number of other commercial areas and neighborhoods in the City that could benefit by planning programs. These might include bring back commercial centers such as Kelley Street or the Hollow on Massabesic Street or working on traffic issues in neighborhoods hard hit by increasing speeds and volumes. This position would have to be paid through the operating budget.

I would be happy to meet with the Committee to review this proposal.

C: Mayor Robert A. Baines

One City Hall Plaza, Manchester, New Hampshire 03101  
Phone: (603) 624-6450 FAX: (603) 624-6529  
E-mail: [planning@ci.manchester.nh.us](mailto:planning@ci.manchester.nh.us)  
[www.ci.manchester.nh.us](http://www.ci.manchester.nh.us)



## Special Projects that are backlogged

- 1) Zoning Lookback – This update of the Zoning Ordinance was requested by the BMA
- 2) Adoption of the Hackett Hill Master Plan & implementation approach
- 3) Completion of the transaction on the “Old Wellington Road” parcel
- 4) Completion of the Senior Center & Fundraising
- 5) Arena Area Design Guidelines
- 6) Update of the City Master Plan
- 7) Implementation of the Comprehensive Signage Package
- 8) Second Street Redevelopment Strategy
- 9) Assistance on the Stadium and Riverfront Development project
- 10) Impact Fee Ordinance Update – requested by the Planning Board and School Board
- 11) Assistance on the redevelopment of the Green Mill on Second Street
- 12) Neighborhood Planning
- 13) Traffic Calming in residential neighborhoods
- 14) Hazard Mitigation Plan – required by FEMA for future disaster funding
- 15) Redevelopment of the Brown School
- 16) Assistance on the Redevelopment of the Green Mill
- 17) Hands Across the Merrimack Bridge
- 18) Assistance on the Coalition to End Homelessness
- 19) Zoning Overlays requested by Highway Department and Manchester Water Works
- 20) Graffiti Removal
- 21) Return of Commuter Rail Service to the City
- 22) Assistance to the Amoskeag Rowing Club for a boathouse on the Merrimack River
- 23) Future of the Jac Pac site

N


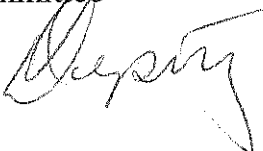
**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that the Board approve amending an Office of Youth Services class specification, and for such purpose Ordinance:

“Amending Sections 33.024, 33.025, & 33.026 (Youth Services Counselors I & II to Youth Services Counselor) of the Code of Ordinances of the City of Manchester.”

is submitted with the recommendation that same be referred to the Committee on Bills on Second Reading for technical review. The Committee notes that such change provides for the deletion of Youth Services Counselor I position and establishes a Youth Services Counselor position without changing the salary grade of any current employee.

Respectfully submitted,

  
Clerk of Committee  


City of Manchester  
New Hampshire

*In the year Two Thousand and*

four

AN ORDINANCE

"Amending Sections 33.024, 33.025 & 33.026 (Youth Services Counselors I & II to Youth Services Counselor) of the Code of Ordinance of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITION be amended as follows:

Delete classifications, Youth Services Counselor I & II  
Establish revised classification, Youth Services Counselor

SECTION 33.025 COMPENSATION OF POSITION be amended as follows:

Delete classifications, Youth Services Counselor I & II  
Establish revised Youth Services Counselor, Grade 18, exempt

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Delete class specifications, Class Code 7210, Youth Services Counselor I & II  
Establish revised class specification, Class Code 7210, Youth Services Counselor (See attached).

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

0



# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	Youth Services Counselor I
<b>Class Code Number</b>	7200

### General Statement of Duties

Provides crisis intervention to juvenile offenders, youths at risk and other adolescents and their families; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to provide crisis intervention, short term counseling and appropriate referrals to various populations of juveniles and their families. The work is performed under the supervision and direction of the Youth Services Counselor II but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department employees, law enforcement officials, representatives of the juvenile justice system, other health and social service agencies, school personnel and the public. The principal duties of this class are performed various settings throughout the City, often in hazardous conditions and extreme weather conditions.

### Examples of Essential Work (illustrative only)

- Provides short term counseling to adolescent and family members;
- Determines needs of adolescent and/or family members and makes referrals to appropriate agencies;

0

- ✓ Maintains ongoing relationship with law enforcement officials and representatives of the juvenile court system, receives referrals and produces reports;
- Monitors a victim restitution program, including keeping current records of payments and balance due;
- Writes behavior and restitution contracts;
- Consults with area agencies as appropriate;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities**  
(at time of appointment)

- Substantial knowledge of the theory, principles and techniques of counseling;
- Substantial knowledge and ability to deal with youth at risk;
- Substantial knowledge of human behavior principles;
- Substantial knowledge of area health and social service agencies;
- Some knowledge of the juvenile justice system;
- Ability to interact with youth at risk on their turf;
- Ability to assess needs of youth at risk;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

0

**Acceptable Experience and Training**

- Graduation from an accredited college or university with a Master's Degree in Counseling or a related field; and
- Some experience in youth service programs, criminal justice, education or social services; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

**Required Special Qualifications**

- None.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review assigned programs;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to function in operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in a general office environment.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

0





# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	Youth Services Counselor II
<b>Class Code Number</b>	7210

### General Statement of Duties

Provides crisis intervention to juvenile offenders, youths at risk and other adolescents and their families; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to provide crisis intervention, short term counseling, substance abuse assessments and appropriate referrals to various populations of juveniles and their families. The work is performed under the supervision and direction of the Youth Services Director but extensive leeway is granted for the exercise of independent judgement and initiative.

This class is distinguished from the class of Youth Services Counselor II by the performance of supervisory functions and/or acting as a certified Youth Services Substance Abuse Evaluator. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department employees, law enforcement officials, representatives of the juvenile justice system, other health and social service agencies, school personnel and the public. The principal duties of this class are performed various settings throughout the City, often in hazardous conditions and extreme weather conditions.

### Examples of Essential Work (illustrative only)

- Provides short term counseling to adolescent and family members;
- Determines needs of adolescent and/or family members and makes referrals to appropriate agencies;

0

- Administers psycho/social tests, scores and interprets results and writes correlating reports;
- Maintains ongoing relationship with law enforcement officials and representatives of the juvenile court system, receives referrals and produces reports;
- Represents the agency at professional gatherings and community activities;
- Develops and presents educational programs;
- Consults with area agencies as appropriate;
- Supervises staff as assigned;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities**  
**(at time of appointment)**

- Thorough knowledge of the theory, principles and techniques of counseling;
  - Thorough knowledge and ability to deal with youth at risk;
  - Thorough knowledge of human behavior principles;
  - Thorough knowledge of area health and social service agencies;
  - Thorough knowledge of the principles, practices and procedures of substance abuse therapy;
  - Ability to interact with youth at risk on their turf;
  - Ability to assess needs of youth at risk;
  - Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
  - Ability to understand and follow oral and/or written policies, procedures and instructions;
  - Ability to prepare and present accurate and reliable reports containing findings and recommendations;
  - Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
  - Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
  - Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
  - Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
  - Integrity, ingenuity and inventiveness in the performance of assigned tasks.
- 0

**Acceptable Experience and Training**

- Graduation from an accredited college or university with a Master's Degree in Counseling or a related field; and
- Considerable experience in youth service programs, criminal justice, education or social services; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

**Required Special Qualifications**

- May require State certificate in Alcohol and Drug Abuse Counseling

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review assigned programs;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to function in operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in a general office environment.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

0

DRAFT



# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Youth Services Counselor
Class Code Number	7210-18

### General Statement of Duties

Provides crisis intervention to juvenile offenders, youths at risk and other adolescents and their families; performs directly related work as required.


### Distinguishing Features of the Class

The principal function of an employee in this class is to provide crisis intervention, short term counseling, substance abuse assessments, *prevention services* and appropriate referrals to various populations of juveniles and their families. The work is performed under the supervision and direction of the Youth Services Director but extensive leeway is granted for the exercise of independent judgement and initiative. **This class is distinguished from the class of Youth Services Counselor II by the performance of supervisory functions and/or acting as a certified Youth Services Substance Abuse Evaluator.** *At the discretion of the Youth Services Director, the Youth Services Counselor will provide supervision. Youth Service Counselors are responsible to provide substance abuse evaluation either independently or under the supervision of a licensed alcohol and drug counselor.* The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department employees, law enforcement officials, representatives of the juvenile justice system, other health and social service agencies, school personnel and the public. The principal duties of this class are performed various settings throughout the City, often in hazardous conditions and extreme weather conditions.

**Examples of Essential Work**  
(illustrative only)

- **Provides short term counseling to adolescent and family members;**
- *Provides counseling, intervention and prevention services to young people and their families;*
- *Operates as a member of the Office of Youth Services Team by supporting and consulting with other team members under the supervision of the Director;*
- *Consistently behaves in accordance with the ethical standards and principles of any and all professional organizations with which they are affiliated;*
- Determines needs of adolescent and/or family members and makes referrals to appropriate agencies;
- Administers psycho/social tests, scores and interprets results and writes correlating reports;
- Maintains ongoing relationship with law enforcement officials and representatives of the juvenile court system, receives referrals and produces reports;
- Represents the agency at professional gatherings and community activities;
- Develops and presents educational programs;
- Consults with area agencies as appropriate;
- Supervises staff as assigned;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities**  
(at time of appointment)

- Thorough knowledge of the theory, principles and techniques of counseling;
  - Thorough knowledge and ability to deal with youth at risk;
  - Thorough knowledge of human behavior principles;
  - Thorough knowledge of area health and social service agencies;
  - Thorough knowledge of the principles, practices and procedures of substance abuse therapy;
  - Ability to interact with youth at risk on their turf;
  - Ability to assess needs of youth at risk;
- 

- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- *Ability to work as a part of a multi-disciplinary team;*
- *Ability to practice within the ethical standards and principles of any and all organizations to which they belong;*
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### **Acceptable Experience and Training**

- Graduation from an accredited college or university with a Master's Degree in Counseling or a related field; and
- Three years of experience in youth service programs, criminal justice, education or social services; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

#### **Required Special Qualifications**

- May require State certificate in Alcohol and Drug Abuse Counseling;
- May require State Certificate in Alcohol and Other Drug Use Prevention

#### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review assigned programs;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to function in operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in a general office environment.

0

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

0

**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Human Resources/Insurance respectfully advises that it has approved Ordinance:

“Amending Sections 33.024, 33.025, & 33.026 (Crime Analyst/Program Specialist) of the Code of Ordinances of the City of Manchester.”

providing for a change in class specification, which changes the title of the Crime Analyst position to a Program Specialist position with no changes in salary grade, and is forwarding same to the Board for adoption.

Respectfully submitted,

  
Clerk of Committee 



# City of Manchester New Hampshire

*In the year Two Thousand and* Four

## AN ORDINANCE

"Amending Sections 33.024, 33.025, & 33.026 (Crime Analyst/Program Specialist) of the Code of Ordinances of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITIONS be amended as follows:

Reclassify Crime Analyst, Class Code 9270 to  
Program Specialist, Class Code 9270

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Reclassify Crime Analyst, Class Code 9270, Grade 15 to Program  
Specialist

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows

Reclassify Class Specification, Class Code 9270, Program Specialist,  
Grade 15 non-exempt

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

P

# PROPOSED



## City of Manchester, New Hampshire

### Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Program Specialist
Class Code Number	9270-15

#### General Statement of Duties

*Position responsible for managing programs that examine and analyze criminal reports for the purpose of detecting trends in criminal activities and offer patterns for Departmental policy development and addressing staffing needs of crime; coordinates accreditation activities under the direction of the Accreditation Manager; performs directly related work as required.*

#### Distinguishing Features of the Class

The principal function of an employee in this class is to provide the Police Chief and command officers with crime data and analysis pertinent to the development of Police Department strategy. The work is performed under the supervision and direction of the Administrative Captain but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, representatives of other law enforcement jurisdictions and the public. *Works directly with the Accreditation Manager in maintaining compliance with recognized standards of performance of the Commission of Accredited Law Enforcement Agencies;* The principal duties of this class are performed in a general office environment.

P

**Examples of Essential Work**  
(illustrative only)

- Examines and analyzes reports of crimes for the purpose of determining trends, monitoring increases/decreases in specific types of crimes and providing detailed information to the Police Chief and other command officers for use in policy development;
- Compares trends within the Manchester area to nation-wide data for the purpose of analyzing and reporting on the effectiveness of specific initiatives and identifying the need for program development in certain areas;
- Makes written recommendations for patrol, crime prevention and related in areas where crime patterns have been quantified;
- Coordinates the procurement of data from State and Federal agencies for use in analysis;
- Performs short term analyses for the purpose of informing the Police Chief of sudden upswings in a particular criminal activity with the possibility of a repeat offender(s);
- Maintains a thorough and accurate database of criminal analysis information for the use of determining long-term trends;
- *Reviews new/amended standards established by C.A.L.E.A. and makes suggestions on how the Department can best satisfy the standards;*
- *Attends C.A.L.E.A. meetings periodically as assigned in order to:*
  - (a) obtain updated information; (b) provide input on new or revised standards and procedures and their affects on the Manchester Police Department; (c) exchange information and law enforcement concepts with members of other agencies at their meetings.*
- Performs beat and staffing analysis as requested;
- *Assists in the maintenance of accreditation compliance files, updating directives, adding standard numbers to pertinent language in directives, updating files to correspond with periodic changes to accreditation standards, updating information in accreditation computer file;*
- *Finalizing drafted amendments/additions to the Department's Standard Operating Procedures for issuance to Department personnel;*
- *Ensuring all aspects of the accreditation maintenance process are completed, including periodic inspection reports, reviews and updates;*
- Compiles, edits and coordinates publishing of the Department's annual report, including divisional reports on yearly highlights, the Department's yearly financial report and related Police personnel information;
- Compiles and publishes a monthly newsletter;
- Compiles and publishes an annual crime in Manchester report which analyzes all pertinent criminal activity within the City;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;

P

- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

#### **Required Knowledge, Skills and Abilities (at time of appointment)**

- Thorough knowledge of current principles and practices in statistical analysis;
- Thorough knowledge of the goals and purposes of the Manchester Police Department;
- *Thorough knowledge of the C.A..L.E.A. Accreditation Standards and their documentation requirements;*
- Ability to prepare detailed statistical reports and succinct summaries on criminal activity and proposed police operations;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### **Acceptable Experience and Training**

- Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, Criminal Justice or a closely related field; and
- *Three years of experience in program management, or three years experience in related statistical analysis; or*
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

#### **Required Special Qualifications**

- None.

P

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor a wide variety of material in both electronic and hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in a general office environment.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

P


**To the Board of Mayor and Aldermen of the City of Manchester:**


The Committee on Human Resources/Insurance respectfully advises that it has approved Ordinance:

“Amending Section 33.026 (Administrative Services Manager) of the Code of Ordinances of the City of Manchester.”

providing for a change in class specification, which changes the title of the Business Service Manager position to an Administrative Services Manager position and does not provide for any changes in salary grade of such position and is forwarding same to the Board for adoption.

Respectfully submitted,

  
Clerk of Committee



Q

# City of Manchester New Hampshire

*In the year Two Thousand and*      Four

## AN ORDINANCE

“Amending Section 33.026 (Administrative Services Manager) of the Code of Ordinance of the City of Manchester.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Adopt new revised class specification, Class Code 1130, Administrative Services Manager (see attached)

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

Q



# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Administrative Services Manager
Class Code Number	1130-16

### General Statement of Duties

Provides administrative support within the area of fiscal administration and related in a City Department; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to ensure professional standards are used in the administration of all assigned Departmental functions. The work is performed under the supervision and direction of an assigned administrator and/or Department Head but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in accounting and related support function activities. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, business organizations and the public. The principal duties of this class are performed in a general office environment.

**Traffic Department: Position may require the handling of hazardous wastes.**

### Examples of Essential Work (illustrative only)

- Administers fiscal management functions within the Department, including overseeing expenditures and revenues, payroll processes, budget development and administration and related;

Q



- Oversees and participates in plans for the procurement of monies from outside funding sources, including community services, grant development and administration and related;
- Coordinates the implementation of new computer systems and related technology in the Department;
- Prepares specialized analytical reports relating to a core function of a Departmental operation for use in policy development and evaluation of existing programs and initiatives;
- Participates in policy development with the Department Head and other Departmental managers as requested;
- Performs special projects as assigned;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities**  
(at time of appointment)

- Thorough knowledge of Generally Accepted Accounting Principles;
- Thorough knowledge of financial office procedures and practices;
- Thorough knowledge of the functions of assigned Department or speciality area within City government;
- Thorough knowledge of accounts payable and payroll processes;
- Thorough knowledge of budget preparation within a municipality;
- Ability to interpret accounting reports and records and to analyze accounting data for control and reporting purposes;
- Ability to handle confidential and administrative information with tact and discretion;
- Ability to supervise, train and evaluate the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;

70

- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration or a closely related field; and
- Some experience in office management, financial administration and/or human resources operations and related; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

#### Required Special Qualifications

- None.

#### Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of material in both electronic and hard copy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various areas of the City.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Q

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Traffic/Public Safety respectfully recommends, after due and careful consideration, that is has reviewed Ordinance:

“Amending Section 70.57(A) Parking Rates of the Code of Ordinances of the City of Manchester by deleting references to the Canal Street Garage.”

and recommends that same be referred to the Committee on Bills on Second

Reading for technical review.

Respectfully submitted,



Clerk of Committee

R

# City of Manchester New Hampshire

*In the year Two Thousand and Four*

## AN ORDINANCE

"Amending Section 70.57(A) Parking Rates of the Code of Ordinances of the City of Manchester by deleting references to the Canal Street Garage."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

I. Amending Section 70.75(A) Parking Rates of the Code of Ordinances by deleting language stricken (---). Language of Section 70.57(A) not struck through remains unchanged.

### § 70.57 PARKING RATES.

Except as otherwise ordered by the Board of Mayor and Aldermen, rates shall be charged for parking in city-owned facilities and on-street as follows:

(A) Parking garage rates:

- (1) Hourly rate of \$0.50 per hour 6:00 a.m. to 6:00 p.m. Monday through Saturday excluding holidays: Center of NH Garage, ~~Canal Street Garage~~, Victory Garage
- (2) Monthly rate \$65.00 for 6:00 a.m. to 7:00 p.m. Monday through Friday excluding holidays: Center of NH Garage, ~~Canal Street Garage~~, Victory Garage, Fleet Bank Garage, Wall Street Garage
- (3) Monthly rate \$75.00 – 24 hours per day Monday through Saturday excluding holidays (includes posted civic center event times): Center of NH Garage, ~~Canal Street Garage~~, Victory Garage
- (4) Prepay rate after 6:00 p.m. Monday through Saturday excluding holidays: Victory Garage - \$3.00 per vehicle
- (5) Validation Program 6:00 a.m. to 8:00 p.m. (including civic center event nights), three hour limit: ~~Canal and Victory~~ Garages (Validating tickets available to retailers at a cost of \$0.25 per ticket. Each ticket good for one hour free parking.)

R

# City of Manchester New Hampshire

*In the year Two Thousand and Four*

## AN ORDINANCE

"Amending Section 70.57(A) Parking Rates of the Code of Ordinances of the City of Manchester by deleting references to the Canal Street Garage."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

- (6) Civic Center Event Parking Fees – (to be posted for Civic Center events)
  - (a) Center of NH Garage - \$10.00
  - (b) Victory Garage and ~~Canal Street Garage~~ - \$3.00 prepay, Monday through Friday Early Bird Special 4:00 p.m. – 6:00 p.m. arrival time; \$5.00 prepay Monday through Friday after 6:00 p.m., Saturday/Sunday starting two hours prior to event

II. This Ordinance shall take effect upon its passage.

R

## To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Traffic/Public Safety respectfully recommends, after due and careful consideration, that the following regulations governing standing, stopping, and parking and operation of vehicles, be adopted pursuant to Chapter 70 of the Code of Ordinances of the City of Manchester and put into effect when duly advertised and the districts affected thereby duly posted as required by the provisions of that chapter and chapter 335 of the Sessions Laws of 1951.

<b>Section 70.36 Stopping, Standing, or Parking Prohibited</b>
--

**STOP SIGNS:**

On Concord Street at Belmont Street, NEW, SWC – 4-Way School Zone  
On St. James Avenue at Boynton Street, SWC

**PARKING 2 HOURS (8AM-6PM, MON-FRI):**

On Maple Street, east side, from Cedar Street to Lake Avenue (South Back Street)

**PARKING 3 HOURS (8AM-6PM, MON-FRI):**

On Union Street, west side, from Amherst Street to Hanover Street

**RESCIND PARKING 1 HOUR:**

On Union Street, west side, from Concord Street to a point 50 feet north of Hanover Street (Ord. #6238)

**NO PARKING:**

On Welch Avenue, north side, from Calef Road to a point 60 feet west

S

**NO PARKING (EMERGENCY ACT):**

On Valley Street, north side, from Maple Street to a point 45 feet west

On Valley Street, north side, from a point 400 feet west of Maple Street to Beech  
Street

On Beech Street, west side, from Silver Street to a point 90 feet northerly

**NO PARKING BUS STOP (EMERGENCY ACT):**

On Valley Street, north side, from a point 170 feet west of Maple Street to a point  
120 feet westerly

**REPEALING PROVISIONS**

That all rules and regulations now in effect in accordance with the provisions of an Ordinance "Chapter 70 Motor Vehicles and Traffic" as adopted August 6, 2002, with subsequent amendments thereto and inconsistent with the traffic rules and regulations herein adopted be repealed.

Respectfully submitted,

*Sub. Bernier*

Clerk of Committee

S

**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Traffic/Public Safety respectfully advises, after due and careful consideration, that it has approved a request of Eagle Scout Brian Yolonte to erect a "Welcome to Manchester" sign on South Willow Street, subject to review and approval of the Planning and Traffic Departments.

Respectfully submitted,

*L. R. Bernier*

Clerk of Committee

T

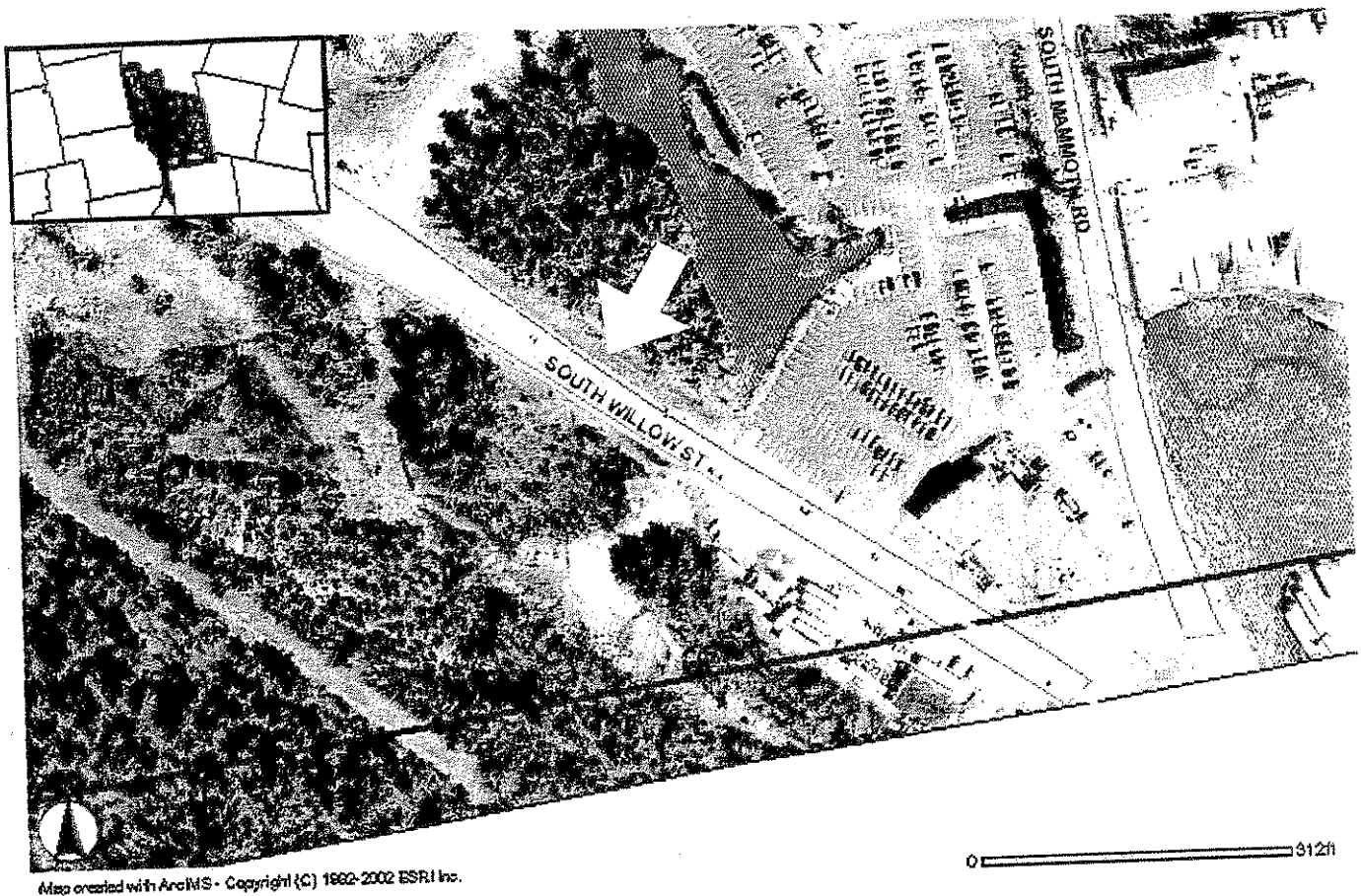


# Eagle Project

Brian Volonte  
Life Scout  
St. Pious X



T



**Aerial View of Location:**

**Manchester / Londonderry Border**

**Route 28 (South Willow Street)  
West Bound Side**

T



**Location:**

**Manchester / Londonderry Border**

**Route 28 (South Willow Street)  
West Bound Side**

T

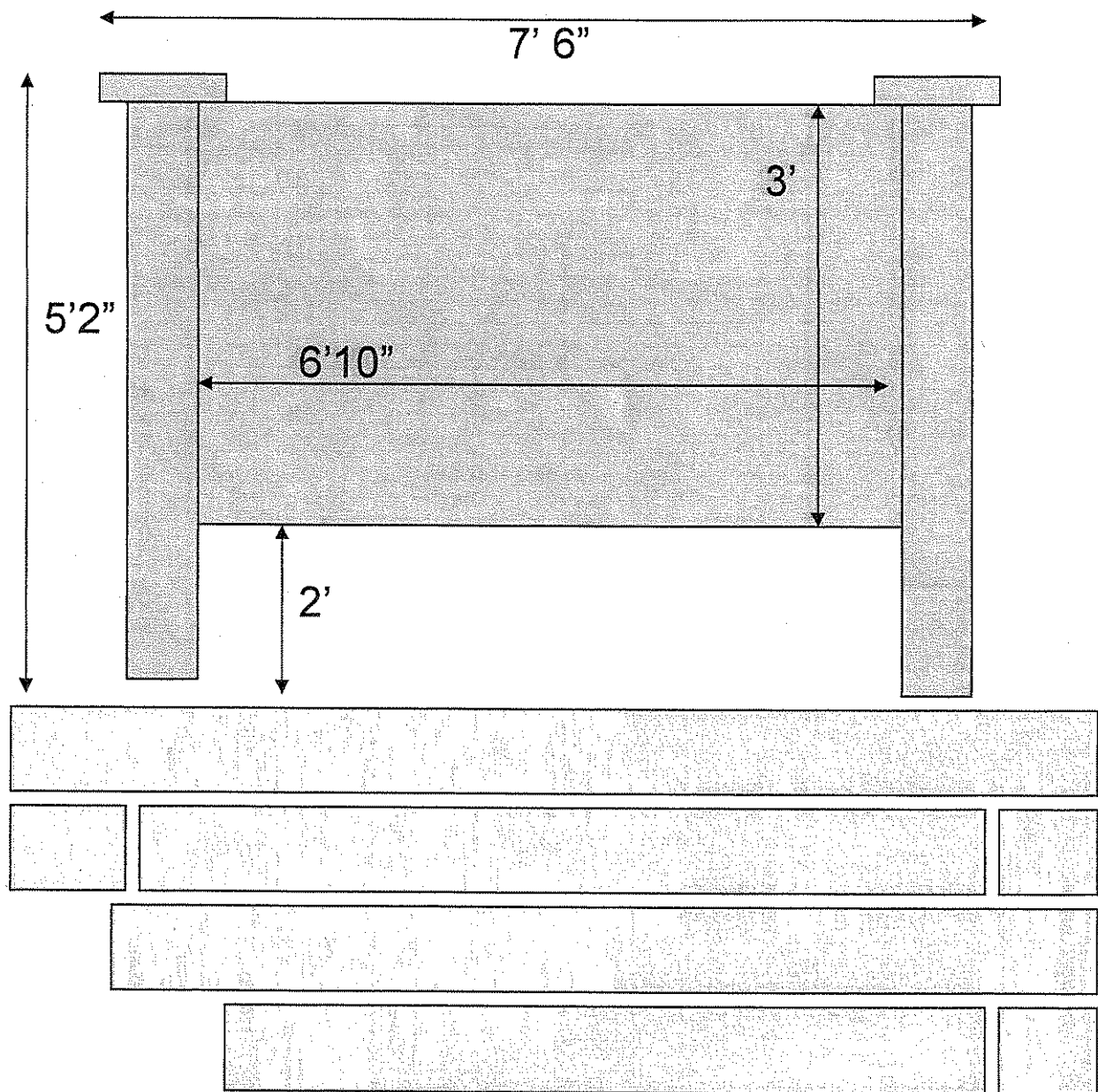


## Example

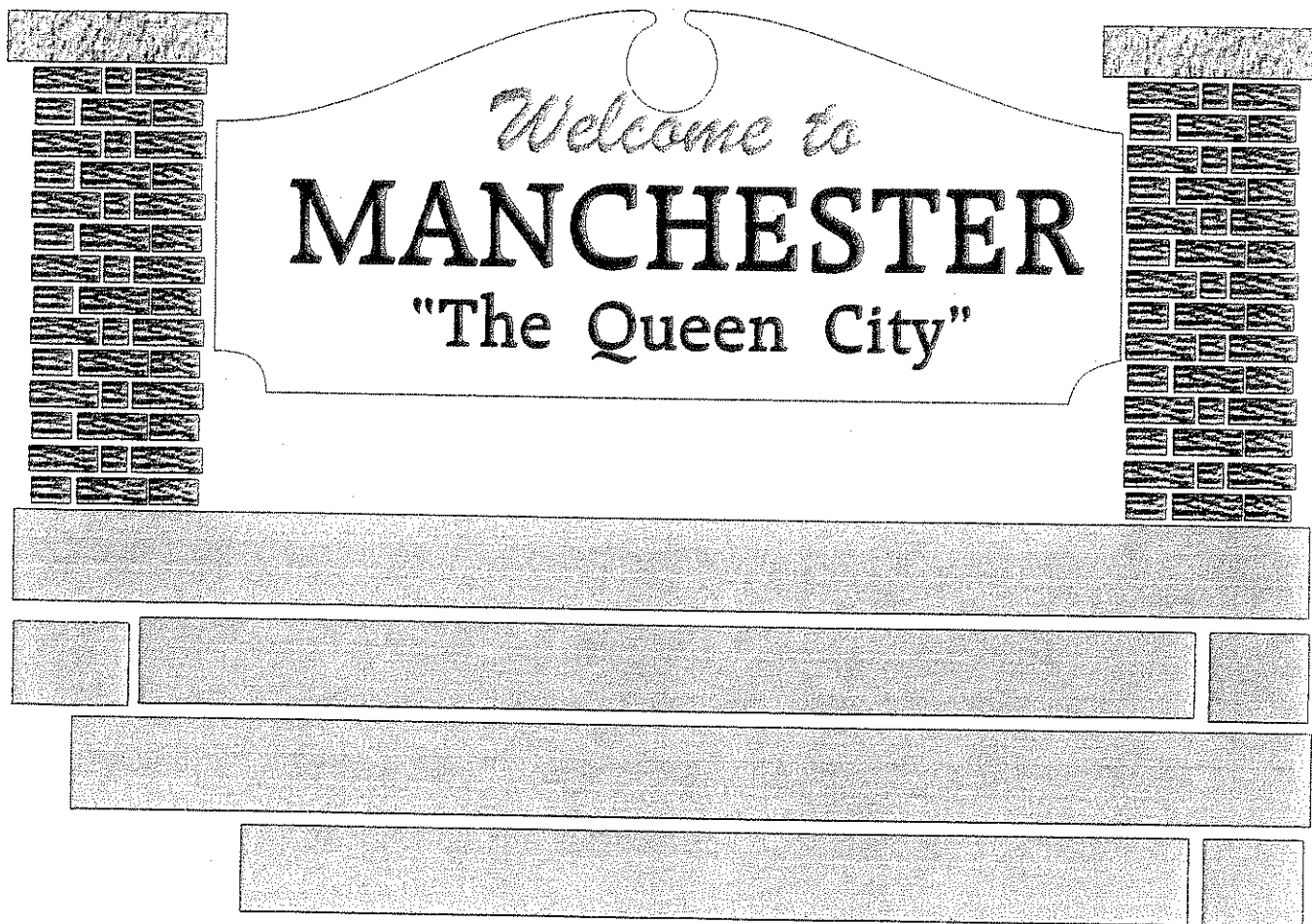
Sign design  
approved by  
Manchester Planning Dept.

T

# Approximate Dimensions



T



Actual sign to be constructed  
and installed by professional sign  
company

Sign will conform to "Manual on Uniform  
Traffic Control Devices"  
if necessary.

**KRAEMER SIGNS**  
P.O. BOX 152  
TEMPLE, NH 03084



**City of Manchester  
Department of Finance**

One City Hall Plaza  
Manchester, New Hampshire 03101  
(603) 624-6460  
Fax: (603) 624-6549

April 15, 2004

The Honorable Board of Mayor and Aldermen  
c/o Leo Bernier, City Clerk  
One City Hall Plaza  
Manchester, NH 03101

***RE: Use of EPD Replacement Account Funds***

Dear Board Members:

Attached is a letter requesting authorization to expend funds from the EPD Replacement Account to replace the secondary clarifier drive and skimmer mechanism in tank # 2.

The Finance Department customarily requests the authorization of the Board, prior to processing payments for the funds requested. For your general information, this account currently has an uncommitted cash balance of \$ 294,599.01.

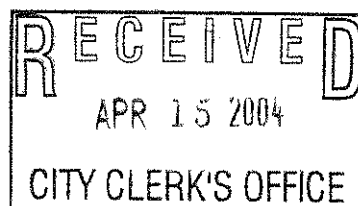
Therefore this request is for utilization of the funds, in the amount of \$ 200,000.00, to enable the expenditure, for the replacement of the drive mechanism.

Respectfully submitted,

Joanne L. Shaffer  
Second Deputy Finance Officer, Treasury Manager

Attachment

CC: Kevin A. Clougherty  
Thomas W. Seigle, P.E.  
Frank Thomas, P. E.



12



**City Of Manchester  
Department of Highways  
Environmental Protection Division**

300 Winston Street  
Manchester, New Hampshire 03103-6826  
(603) 624-6595 Fax (603) 628-6234

**Commission**  
James E. Connolly, Jr.  
Chairman  
William F. Kelley  
Henry Bourgeois  
Peter Favreau  
Edward J. Beleski  
Frank C. Thomas, P.E.  
Public Works Director  
Kevin A. Sheppard, P.E.  
Deputy Public Works Director

RECEIVED

APR 5 2004

CITY OF MANCHESTER  
FINANCE DEPARTMENT

## MEMORANDUM

**DATE:** March 29, 2004  
**TO:** Kevin Clougherty  
**FROM:** Thomas W. Seigle, P.E. *T. Seigle*  
**RE:** EPD Replacement Account

#04-094

It is requested that we be authorized to utilize \$200,000 from EPD's Replacement Account to replace the secondary clarifier drive and skimmer mechanism in tank #2. The equipment being replaced is original equipment installed in 1974-1976. The drive mechanism was repaired several years ago but failed again this winter. Total replacement is recommended as the useful life of the equipment has been exceeded.

The Board's approval is requested.

/djv

cc Frank Thomas, P.E. – Highway Dept.  
June George – EPD  
Thomas Corey – EPD .

12





**City Of Manchester  
Department of Highways  
Environmental Protection Division**

300 Winston Street  
Manchester, New Hampshire 03103-6826  
(603) 624-6595 Fax (603) 628-6234

Frank C. Thomas, P.E.  
Public Works Director

Kevin A. Sheppard, P.E.  
Deputy Public Works Director

April 13, 2004

The Honorable Board of Mayor and Aldermen  
1 City Hall Plaza  
Manchester, New Hampshire 03101

Re: Warrant for Sewer Charges Levy 2003, Period #4

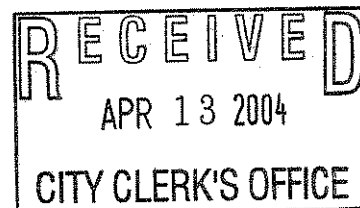
Dear Board Members:

Please be advised that the Warrant for Sewer Charges encompassing all delinquent sewer rental charges from November 14, 2003 to February 22, 2004 in accordance with RSA:9 and 252:10 that are to be committed to the collector of taxes will be included on the agenda for April 20, 2004 meeting of the Board of Mayor and Aldermen. A clerk will submit the amount of said warrant at the time of the meeting.

Sincerely,

June George  
Business Service Officer

Jg



# City of Manchester New Hampshire

*In the year Two Thousand and* Four

## AN ORDINANCE

"Amending Sections 33.024, 33.025, & 33.026 (Crime Analyst/Program Specialist) of the Code of Ordinances of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITIONS be amended as follows:

Reclassify Crime Analyst, Class Code 9270 to  
Program Specialist, Class Code 9270

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Reclassify Crime Analyst, Class Code 9270, Grade 15 to Program  
Specialist

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows

Reclassify Class Specification, Class Code 9270, Program Specialist,  
Grade 15 non-exempt

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

# PROPOSED



## City of Manchester, New Hampshire

### Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Program Specialist
Class Code Number	9270-15

#### General Statement of Duties

*Position responsible for managing programs that examine and analyze criminal reports for the purpose of detecting trends in criminal activities and offer patterns for Departmental policy development and addressing staffing needs of crime; coordinates accreditation activities under the direction of the Accreditation Manager; performs directly related work as required.*

#### Distinguishing Features of the Class

The principal function of an employee in this class is to provide the Police Chief and command officers with crime data and analysis pertinent to the development of Police Department strategy. The work is performed under the supervision and direction of the Administrative Captain but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, representatives of other law enforcement jurisdictions and the public. *Works directly with the Accreditation Manager in maintaining compliance with recognized standards of performance of the Commission of Accredited Law Enforcement Agencies;* The principal duties of this class are performed in a general office environment.

**Examples of Essential Work**  
(illustrative only)

- Examines and analyzes reports of crimes for the purpose of determining trends, monitoring increases/decreases in specific types of crimes and providing detailed information to the Police Chief and other command officers for use in policy development;
- Compares trends within the Manchester area to nation-wide data for the purpose of analyzing and reporting on the effectiveness of specific initiatives and identifying the need for program development in certain areas;
- Makes written recommendations for patrol, crime prevention and related in areas where crime patterns have been quantified;
- Coordinates the procurement of data from State and Federal agencies for use in analysis;
- Performs short term analyses for the purpose of informing the Police Chief of sudden upswings in a particular criminal activity with the possibility of a repeat offender(s);
- Maintains a thorough and accurate database of criminal analysis information for the use of determining long-term trends;
- *Reviews new/amended standards established by C.A.L.E.A. and makes suggestions on how the Department can best satisfy the standards;*
- *Attends C.A.L.E.A. meetings periodically as assigned in order to:*
  - (a) obtain updated information; (b) provide input on new or revised standards and procedures and their affects on the Manchester Police Department; (c) exchange information and law enforcement concepts with members of other agencies at their meetings.*
- Performs beat and staffing analysis as requested;
- *Assists in the maintenance of accreditation compliance files, updating directives, adding standard numbers to pertinent language in directives, updating files to correspond with periodic changes to accreditation standards, updating information in accreditation computer file;*
- *Finalizing drafted amendments/additions to the Department's Standard Operating Procedures for issuance to Department personnel;*
- *Ensuring all aspects of the accreditation maintenance process are completed, including periodic inspection reports, reviews and updates;*
- Compiles, edits and coordinates publishing of the Department's annual report, including divisional reports on yearly highlights, the Department's yearly financial report and related Police personnel information;
- Compiles and publishes a monthly newsletter;
- Compiles and publishes an annual crime in Manchester report which analyzes all pertinent criminal activity within the City;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;

- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

#### **Required Knowledge, Skills and Abilities (at time of appointment)**

- Thorough knowledge of current principles and practices in statistical analysis;
- Thorough knowledge of the goals and purposes of the Manchester Police Department;
- *Thorough knowledge of the C.A..L.E.A. Accreditation Standards and their documentation requirements;*
- Ability to prepare detailed statistical reports and succinct summaries on criminal activity and proposed police operations;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### **Acceptable Experience and Training**

- Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, Criminal Justice or a closely related field; and
- *Three years of experience in program management, or three years experience in related statistical analysis; or*
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

#### **Required Special Qualifications**

- None.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor a wide variety of material in both electronic and hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in a general office environment.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

# City of Manchester New Hampshire

*In the year Two Thousand and*      Four

## AN ORDINANCE

“Amending Section 33.026 (Administrative Services Manager) of the Code of Ordinance of the City of Manchester.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Adopt new revised class specification, Class Code 1130, Administrative Services Manager (see attached)

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.



# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Administrative Services Manager
Class Code Number	1130-16

### General Statement of Duties

Provides administrative support within the area of fiscal administration and related in a City Department; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to ensure professional standards are used in the administration of all assigned Departmental functions. The work is performed under the supervision and direction of an assigned administrator and/or Department Head but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in accounting and related support function activities. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, business organizations and the public. The principal duties of this class are performed in a general office environment.

**Traffic Department:** Position may require the handling of hazardous wastes.

### Examples of Essential Work (illustrative only)

- Administers fiscal management functions within the Department, including overseeing expenditures and revenues, payroll processes, budget development and administration and related;



- Oversees and participates in plans for the procurement of monies from outside funding sources, including community services, grant development and administration and related;
- Coordinates the implementation of new computer systems and related technology in the Department;
- Prepares specialized analytical reports relating to a core function of a Departmental operation for use in policy development and evaluation of existing programs and initiatives;
- Participates in policy development with the Department Head and other Departmental managers as requested;
- Performs special projects as assigned;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities  
(at time of appointment)**

- Thorough knowledge of Generally Accepted Accounting Principles;
- Thorough knowledge of financial office procedures and practices;
- Thorough knowledge of the functions of assigned Department or speciality area within City government;
- Thorough knowledge of accounts payable and payroll processes;
- Thorough knowledge of budget preparation within a municipality;
- Ability to interpret accounting reports and records and to analyze accounting data for control and reporting purposes;
- Ability to handle confidential and administrative information with tact and discretion;
- Ability to supervise, train and evaluate the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;

14

- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration or a closely related field; and
- Some experience in office management, financial administration and/or human resources operations and related; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

#### Required Special Qualifications

- None.

#### Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of material in both electronic and hard copy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various areas of the City.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

# City of Manchester New Hampshire

*In the year Two Thousand and Four*

## A RESOLUTION

"Authorizing Bonds, Notes or Lease Purchases in the amount of Three Million Two Hundred Thousand Dollars (\$3,200,000) for the 2004 CIP 712004, Replace Sludge Dewatering Equipment Project."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 1. That there be and hereby is authorized under and pursuant to the Municipal Finance Act, and any other enabling authority, the issuance and sale of general obligation serial bonds, notes or lease purchases of the City in the aggregate principal amount of Three Million Two Hundred Thousand Dollars (\$3,200,000) at one time or from time to time as one or more separate bond, note or lease purchase issues for purposes stated in Section 3 of said Act, as more specifically hereinafter indicated. The bonds, notes or lease purchases of each issue shall bear the City Seal, shall be signed by the manual or facsimile signature of the Mayor, countersigned by the manual or facsimile signature of the Finance Officer and shall be payable in such annual installments as shall be determined by the Finance Officer with the approval of the Mayor. Except as otherwise provided by law and this Resolution, discretion to fix the date, maturities, denomination, place of payment, form and other details of each issue of said bonds, notes or lease purchases and of providing for the sale thereof is hereby delegated to the Finance Officer.

SECTION 2. That the proceeds of said bonds, notes or lease purchases be and they are hereby appropriated for the purpose of financing costs of the following public works and improvements of a permanent nature, hereby authorized namely,

<u>Purpose</u>	<u>Amount</u>
2004 CIP 712004, Replace Sludge Dewatering Equipment Project	\$3,200,000

It is hereby declared that the public works and improvements to be financed by said bonds, notes or lease purchases have a useful life in excess of 20 years.

SECTION 3. That the Finance Officer, with the approval of the Mayor, is hereby authorized to issue at one time or from time to time notes in anticipation of said bonds, notes or lease purchases and to renew or refund the same under and pursuant to and to the extent authorized by RSA 33:7a.

SECTION 4. That an amount sufficient to pay the principal of and interest on said bonds, notes or lease purchases payable in each year during which they are outstanding be and hereby is appropriated and, to the extent other funds are not available for such purpose, said amount shall be included in the tax levy for each year until the debt represented by said bonds, notes or lease purchases is extinguished.

# City of Manchester New Hampshire

*In the year Two Thousand and Four*

## A RESOLUTION

"Authorizing Bonds, Notes or Lease Purchases in the amount of Three Million Two Hundred Thousand Dollars (\$3,200,000) for the 2004 CIP 712004, Replace Sludge Dewatering Equipment Project."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 5. That the bonds, notes or lease purchases herein authorized may be consolidated with any other issue of bonds, notes or lease purchases heretofore or hereafter authorized, provided that the last annual installment of any such consolidated issue shall be payable not later than the date on which the last annual installment of the bonds, notes or lease purchases herein authorized must be payable pursuant to this Resolution.

SECTION 6. This Resolution shall take effect upon its passage.

# City of Manchester New Hampshire

*In the year Two Thousand and Four*

## A RESOLUTION

"Authorizing General Airport Revenue Refunding Bonds in the amount of One Hundred Million Dollars (\$100,000,000) for Refunding Certain Outstanding Municipal Revenue Bonds of the City issued on Behalf of Manchester Airport"

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 1. That there be and hereby is authorized under and pursuant to Chapter 33-B of the New Hampshire Revised Statutes Annotated (the Municipal Revenue Bond Act) and any other enabling authority, the issuance and sale of refunding municipal revenue bonds of the City in the aggregate principal amount of One Hundred Million Dollars (\$100,000,000) at one time or from time to time as one or more separate bond issues for purposes stated in Section 33-B:8 of said Act, as more specifically hereinafter indicated. Except as otherwise provided by law and this resolution, discretion to fix the date, maturities, place of payment, form and other details of each issue of said refunding bonds and of any refunding escrow agreement or agreements necessary in connection therewith and of providing for the sale thereof is hereby delegated to the Finance Officer.

SECTION 2. That the refunding municipal revenue bonds authorized to be issued by this resolution shall be issued in accordance with the provisions of the City's General Airport Revenue Bond Resolution adopted by the City as of October 1, 1998, as amended and supplemented to the date hereof (the "Resolution"). Any refunding municipal revenue bonds authorized to be issued by this resolution shall not constitute a pledge of the full faith and credit of the City, but rather shall be payable solely from revenues derived through the operation of the Manchester Airport, as more fully set forth in the Resolution.

SECTION 3. That the proceeds of said refunding municipal revenue bonds be and they are hereby appropriated for the purpose of paying all or part of those portions of the City's General Airport Revenue Bonds issued from time to time in accordance with the Resolution, on behalf of the Manchester Airport, at or prior to their stated maturities or upon acceleration or redemption, as the case may be, including payment of the redemption premium thereon, all or part of the interest due on or prior to their redemption date and costs of issuing and marketing the refunding municipal revenue bonds.

# City of Manchester New Hampshire

*In the year Two Thousand and Four*

## A RESOLUTION

"Authorizing General Airport Revenue Refunding Bonds in the amount of One Hundred Million Dollars (\$100,000,000) for Refunding Certain Outstanding Municipal Revenue Bonds of the City issued on Behalf of Manchester Airport"

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 4. That in connection with the issuance of any of the refunding municipal revenue bonds authorized by this resolution, and as provided in Chapter 313 of the New Hampshire Acts of 1998, the Finance Officer, with the approval of the Mayor is hereby authorized to execute and deliver on behalf of the City, any swap agreement, forward bond purchase agreement, or any other similar financing agreement as may be necessary or convenient, in the Finance Officer's sole discretion, to the refinancing of any or all of the City's outstanding General Airport Revenue Bonds.

SECTION 5. Resolved that this Resolution shall take effect upon its passage.

# City of Manchester New Hampshire

*In the year Two Thousand and Four*

## A RESOLUTION

"Amending the 1999, 2002 and 2004 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Twelve Thousand Three Hundred Twenty Six Dollars and Fifteen Cents (\$12,326.15) for the 2004 CIP 511304 Park Improvement Program."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 1999, 2002 and 2004 CIP as contained in the 1999, 2002 and 2004 CIP budgets; and

WHEREAS, Table 3 contains all sources of Cash funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen desires to provide funding to rectify deficiencies and identify needed improvements at Stark Park; and

WHEREAS, Fund balances are available from completed CIP projects in the amount of Twelve Thousand Three Hundred Twenty Six Dollars and Fifteen Cents (\$12,326.15);

NOW, THEREFORE, be it resolved that the 1999, 2002 and 2004 CIP be amended as follows:

**1) By decreasing:**

- A) 710799 – Traffic Signal Reconstruction – Valley/Jewett - \$11,611.62 Cash
- B) 214002 – Fire Alarm Liberty House – \$714.53 Cash

**2) By increasing:**

- 511304 – Park Improvement Program – \$12,326.15  
(Increasing the budget from \$65,000 to \$77,326.15)

Resolved, that this Resolution shall take effect upon its passage.

16

# City of Manchester New Hampshire

*In the year Two Thousand and Four*

## A RESOLUTION

"Amending the FY2002, 2003 and 2004 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Sixty Thousand Dollars (\$60,000) for FY 2002 CIP 712002 FBI Blower Project."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the Community Improvement Program as contained in the 2002, 2003 and 2004 CIP budgets; and

WHEREAS, Table 5 contains all sources of Enterprise, Fees and other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to transfer funds in the amount of \$60,000 from existing CIP projects to assist in a new blower for the incinerator; and

WHEREAS, funds in at least that amount are available from other previously funded CIP Projects; and

NOW, THEREFORE, be it resolved that the 2002, 2003 and 2004 CIP be amended as follows:

- 1) by decreasing:
  - a) 711803 CRPS Mechanical Bar Screen - \$42,642 EPD  
(from \$500,000 EPD to \$457,358 EPD)
  - b) 712204 WWTF Headworks - \$17,358 EPD  
(from \$1,300,000 EPD to \$1,282,642 EPD)
- 2) by increasing:
  - a) 712002 FBI Blower - \$60,000 EPD  
(from \$260,000 EPD to \$320,000 EPD)

Resolved, that this Resolution shall take effect upon its passage.

16



# City of Manchester New Hampshire

*In the year Two Thousand and Four*

## A RESOLUTION

"Amending the FY2004 Community Improvement Programs, transferring, authorizing and appropriating funds in the amount of One Million Dollars (\$1,000,000) for FY2004 CIP 612504 Old Wellington Road Apartments Project."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2004 CIP as contained in the 2004 CIP budget; and

WHEREAS, Table 1 contains all sources of State, Federal and Other funds to be used in the execution of projects; and

WHEREAS, Table 2 contains all sources of Community Development Block Grant, Emergency Shelter Grant, and HOME funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen desires to support the needed development and construction of affordable housing at Old Wellington Road, through a loan to the developer in the amount of \$1,000,000 and;

WHEREAS, existing funds in at least that amount are available from the proceeds of HOME program Revenue, Affordable Housing Trust Funds and other previously funded CIP Projects;

NOW, THEREFORE, be it resolved that the 2004 CIP be amended as follows:

**1) By decreasing:**

- a.) 2004 CIP 610904 Affordable Housing Initiatives - \$11,997 HOME  
(Decreasing the budget from \$11,997 to \$0)
- b.) Affordable Housing Trust Fund - \$888,003

**2) By allocating:**

HOME Program Revenue - \$100,000 HOME Program Revenue

**3) By adding:**

CIP 612504 Old Wellington Road Apartments Project - \$1,000,000 (\$11,997 HOME, \$100,000 HOME Program Revenue and \$888,003 Affordable Housing Trust fund)

Resolved, that this Resolution shall take effect upon its passage.

# City of Manchester New Hampshire

*In the year Two Thousand and Four*

## A RESOLUTION

"Amending the FY 2004 Community Improvement Program, authorizing and appropriating funds in the amount of Twenty Thousand Dollars (\$20,000) for FY2004 CIP 612604 JacPac Employee Homeless Prevention Program."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2004 CIP as contained in the 2004 CIP budget; and

WHEREAS, Table 1 contains all sources of State, Federal and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to allocate Affordable Housing Trust Funds in the amount of \$20,000 for the prevention of homelessness for former JacPac employees; and

NOW, THEREFORE, be it resolved that the 2004 CIP be amended as follows:

**By adding:**

FY2004 612604 – JacPac Employee Homeless Prevention - \$20,000 – Affordable Housing Trust Fund

Resolved, that this Resolution shall take effect upon its passage.

# City of Manchester New Hampshire

*In the year Two Thousand and Four*

## A RESOLUTION

"Amending the FY 2004 Community Improvement Program, authorizing and appropriating funds in the amount of Five Thousand Two Hundred Sixty Dollars (\$5,260 for FY2004 CIP 711204 LED Program."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2004 CIP as contained in the 2004 CIP budget; and

WHEREAS, Table 1 contains all sources of State, Federal and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept funding from the Public Service of New Hampshire Energy Savings Incentive Program for the purchasing of energy efficient LED signals; and

NOW, THEREFORE, be it resolved that the 2004 CIP be amended as follows:

**By increasing:**

FY2004 711204 - LED Program - \$5,260 - PSNH Other  
(from \$25,000 Cash to \$25,000 Cash and \$23,660 Other)

Resolved, that this Resolution shall take effect upon its passage.

116